COPANT

RELATÓRIO DE VIAGEM:

COPANT 12 À 15 DE ABRIL DE 1993
COPOLCO - 29 E 30 DE ABRIL DE 1993
DEVCO - 26 E 27 DE ABRIL DE 1993
CASCO - 3, 4 E 5 DE MAIO DE 1993
IAF - 30 DE ABRIL E 1º DE MAIO DE 1993

CB-25

COMITÊ BRASILEIRO DA QUALIDADE

RELATÓRIO DE VIAGEM:
COPANT - 12 A 15 DE ABRIL DE 1993
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IAF - 30 DE ABRIL E 1 DE MAIO DE 1993

20 de Maio de 1993.

ROQUE EHRHARDT DE CAMPOS
CB 25
Comite Brasileiro da Qualidade

Prefacio

Este relatório apresenta os assuntos discutidos nas reuniões listadas e segue a seguinte estrutura:

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- Secao 2."COPANT Comision Panamericana de Normas Tecnicas"
- Secao 3."COPOLCO - Consumer Policy Committee"
- Secao 4."DEVCO - ISO Council Committee on Development"
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Resumo executivo

COPANT

Relatório sobre a reunião da Copant-Santiago do Chile - de 12 a 16/4/93

A reunião se dividiu em tres partes:

1. Agenda do conselho
2. Primeiro Forum Copant/ISO 9000
3. Reuniao Extraordinaria do Conselho p/Eleição da Diretoria

Agenda:

A agenda completa segue em anexo, porem, dos pontos considerados, excluindo-se procedimentos proprios deste tipo de reunião, salientamos:

Aprovação do balancete anterior e proposta para 1993

O orçamento da COPANT gira em torno de 80000 dólares para 1993 e a despesa de 1992 foi 78000.

O balancete completo segue anexo, porém salientamos que das cotas que suportam aquelas despesas, compõem os seguintes valores as seguintes entidades:

Dos membros ativos:		Dos Aderentes:	
ANSI (USA)	20000	AENOR (Espanha)	5000
SCC (Canada)	10000	AFNOR (Franca)	5000
ABNT (Brasil)	6000	IPQ (Portugal)	5000
DGN (Alemanha)	6000	UNI (Italia)	5000
sub total	42000		20000

ou seja, 92% das atividades estao ai suportadas.

Certificação

O ICONTEC da Colombia apresentou uma proposta de acreditação a nível Copant das entidades certificadoras.

Embora seja virtualmente impossível de ser negociada com as "counter- parts" da Europa/Mundo, dado ao seu aspecto peculiar, revela a disposição do grupo.

Esta proposta serviu de veículo para uma discussão que será relatada mais adiante que tivemos com a Aladi.

Relações instituicionais - Copant/ISO

Estava presente o secretario da ISO, Dr.Lawrence Eicher, americano, provindo da Academia, que dá uma ideia da importância que a ISO dá as atividades na America Latina. Transpareceu, de forma mais ou menos clara, que a Copant poderia ter assento no Board executivo da ISO. O Dr.M.Peralta, presidente da ANSI (American National Standards Institute) enfatizou como algo que a ANSI apoiaria.

Dr.Peralta afirmou em varias ocasiões que a postura da ANSI com relação ao enfoque da Comunidade de Certificação, é deixar as forças do mercado agirem livremente. Ele salientou tambem que na NAFTA não permeia a ideia de certificação e distribuiu um interessante documento sobre o conceito da ANSI de normalização voluntaria e que da excelentes subsidios para aquele projeto que o CB25 tem de fazer uma coletanea NAFTA.

Normas aprovadas

A COPANT, despeito seu reduzido orçamento, conseguiu aprovar as seguintes normas, que tem status regional e reconhecimento da ISO, ou seja, existem como se fossem européias ou americanas:

13 sobre alimentos
5 sobre a ISO 9000 (as proprias)
37 sobre siderurgia (trabalho heroico do Dr.Hans R.Eggers, do ILAFA, Instituto Latino Americano del Fierro y del Acero, que o Brasil participa e suporta. Seguem em anexo.

Salientamos a proposta da ALAF (Associacion Latinoamericana de Ferrocarriles) que quer homologar pela Copant suas 24 normas. Isto é muito importante, pois se referem ao trânsito de containers ferroviarios certificados pelas ferrovias latino-americanas. O IRAM coordena e o Brasil suporta.

Primeiro Forum Copant/ISO 9000

Expositores: Dr.Eicher da ISO
Mr.N.Cook da ISO
Mr.C.Maheux, vice presidente da CSC(Canada)e ex-IBMista
Sr.E.Martinotti vice presidente da UNI(ITALIA)
Sr.J.L.Sanchez, diretor de certificação da AENOR(Espanha)
Sr.H.P.Garcia, diretor executivo do INN(Chile)

Apresentações convencionais.

Apresentamos nossa coletânea sobre documentos oficiais do Mercado Comum e Governo brasileiro na reuniao do Conselho. Foi muito bem aceita, tendo o Sr.Hernan Pavez Garcia, diretor executivo do INN do Chile lamentado a não inclusão no Forum, pois em sua opinião esta apresentação tinha muitas informações importantes.

Doamos, em nome do CB25 a apresentação para a COPANT, pois que podem estudando o texto a reproduzirem. Ficou bastante claro que o CB25 e a ABNT estao amplamente preparados em atividades de capacitação e informações pertinentes ao assunto.

Reunião Extraordinaria do Conselho p/Eleição da Diretoria

Com a morte do presidente eleito na ultima reunião feita na Espanha em Maio de 1992, Ing.Javier Henao Londono, o vice presidente e presidente anterior, Ing. Pablo Benia S. assumiu a atual presidencia.

O Eng.Pablo Benia decidiu convocar nesta reunião da COPANT uma assembleia extraordinaria para eventualmente convocar nova eleição.

O representante do Mexico, ing.Javier Acosta se apresentou como candidato, porem o eng.Pablo Benia esclareceu que ele não queria propriamente uma nova eleição, mas não queria usufruir do estatuto, que é omisso nestes casos, mas apenas um referendum quanto ao fato de ter assumido a presidencia por ter sido eleito vice.

Os presentes rejeitaram a hipotese de nova eleição, baseados nos estatutos, que embora seja omisso quanto a este caso, é muito claro quanto a prazos para novas eleições.

Foi proposto entao a eleição de um novo vice presidente, e apresentaram-se tres candidatos: Mexico, Argentina e Venezuela.

A Argentina retirou sua candidatura e foi eleito o Ing.Tito Zambrano, do Covenin (Comision Venezolana de Normas Industriales), ficando portanto a secretaria executiva e a vice presidencia na Venezuela. Estes dois senhores serão os representantes Copant no Casco/ISO e discutimos amplamente as questões relativas a isto, em reunião separada.

ALADI

Conforme foi dito no item Certificação, o Secretario da Aladi, Dr.Antonio J.C.Antunes, que estava no pais em visita oficial, em sua apresentação ao grupo, lembrou que o tratado de Montevideu, na sua resolução 32, assinado pelos ministros plenipotenciarios dos paises participantes, prevê a possibilidade de um acordo macro entre os participantes, com características institucionais e com comprometimento no sentido de viabilizar as demandas de oficialização das acreditações a níveis nacionais. Ele lembrou tambem que o Mercosul não tem dispositivos deste tipo e que o alto grau de desnivel existente entre os paises nesta materia de Normalização, cria um obstáculo para a região negociar isto a nivel da Comunidade ou o mundo. Ele se dispôs a montar uma proposta neste sentido e arregimentar não somentE a Copant, como tabem o grupo Andino ou quaisquer outras instituições que dentro da região possam viabilizar um pleito desta natureza.

Ele alocou o Ing.Enrique C.D'Angelo, chefe de estudos e projetos da Aladi para esta finalidade e espera uma reunião de trabalho o quanto antes.

COPOLCO - 29 e 30 de Abril 1993

Este comitê de chama: "Consumer Policy Comite" ou seja, Comitê sobre Política do Consumidor. A agenda constou de 15 itens, sendo significativos os seguintes:

- Revisão das guias ISO 14 e 37 (instrucoes e informacoes sobre o produto para o consumidor);
- Relatorio sobre prioridades do ponto de vista do consumidor;
- Revisão dos programas tecnicos da ISO e IEC do ponto de vista do consumidor;
- Normalização e atividades correlatas na Europa e o interesse do consumidor.

Apresentação

Tema:

O papel da padronização e a prevenção de acidentes e promoção da segurança.

Síntese das conclusões/definições/recomendações

- A certificação de Sistemas pela norma ISO 9000 não garante qualidade. A qualidade pode ser ruim mesmo se o sistema for certificado. Tem que haver uma combinação com o processo do "design".
- A avaliação de Conformidade processada pelo CASCO carece de representação de inputs do consumidor.

Recomendação ao Brasil (Roque):

- Devemos pedir status de P member;
- Devemos nos alertar para a questao de normalização e alimentos

DEVCO - 26 e 27 de Abril 1993

Este comitê de chama: "Development Countries" ou seja, Comitê sobre Países em desenvolvimento.

A agenda constou de 16 itens, sendo significaticos os seguintes:

- Implementação do programa de desenvolvimento da ISO;
- Factibilidade do estabelecimento de um sistema internacional para reconhecimento de organismos de certificação;
- Seminario ISO/World Bank;
- Seminarios IOS/DIN(DGQ).

Síntese das conclusões/definições/recomendações

- Tem que haver ação concreta quanto a resolução 28 da ISO (Esta resolução prescreve uma certificação única para o mundo inteiro, via acreditação internacional; li.Recomenda-se o uso das guias ISO/IEC;
- Ha suporte da posição dos Estados Unidos. Nota:

  Salienta-se dos paises participantes: Etiopia, Ghana, Guyana, Indonesia, Iran, Jordania, Kenya, Malaysisa, Mauritius, Myiamar, Nigeria, Peru, Philipines, Romania, Senegal, Sri Lanka, Siria, Tanzania, Trinidad e Tobago, Uganda, Vietnam, Nepal.

  A Europa ainda mantem um certo jugo do tempo colonial e os paises não gostam e os Estados Unidos "douram" sua posição como contra isto. Os EUA querem respaldo politico para romper a "Fortress Europe".
- Existe demanda de uma lista de Consultores ISO 9000 confiaveis;
- Querem manter sua integridade, isto é não foram modelos para a norma ISO 9000;
- Ha necessidade de mais normas correlatas, como por ex. MDQ, eco-sistema, etc.
- Na questão do reconhecimento de certificações para estes paises, a questão do "liability" fica complicada.

Recomendação ao Brasil (Roque):

- Devemos estudar cuidadosamente todas as oportunidades e usá-las em nosso pais nas regiões similares aos paises salientados anteriormente;
- Devemos agir como consultores para os paises de nossa esfera de influência, por ex. Paraguai, Uruguai, Copant, etc. no sentido que eles tirem o que esta disponivel;
- A oferta do World Bank é particularmente interessante e merece um cuidado muito grande. Historicamente os interessados não conseguem implementar solicitações. Podemos agilizar isto e capitalizar em nosso favor, quer diretamente, quer politicamente.
- Uma articulação bem feita nesta area pode nos dar o peso que precisamos na Comunidade Europeia e na NAFTA pela liderança que podemos conquistar.

CASCO - 3,4 e 5 de Maio 1993

Este comite de chama: "Conformity Assesment" ou seja, Comite sobre avaliação sobre conformidade

A agenda constou de 21 itens, sendo significativos os seguintes:

- Relatorio sobre outros grupos;
- Conformidade e o ISO Guide 2: Termos e Definições
- Relatorio WG 8 Avaliação de organismos de certificação (resolução 28)
- Relatorio sobre o "Codigo de boas praticas..."
- Implementação da resolução 28
- Troca de experiencias nacionais (haviam 44 membros participantes)

Síntese das conclusões/definições/recomendações

- Há que se servir as necessidades dos consumidores;
- Há que se desenvolver confianca domestica (dentro dos paises) em certificações extrangeiras;
- Há que se eliminar multiplas avaliações;
- Há que se incorporar considerações sobre qualificação dos auditores ;
- Avaliação via "peer review", isto é, pelos pares;
- Há que se usar um sistema direto usando um comitê gerencial;

Nota: no Caso do peer review, forma-se um comite dos paises

- Participação tem que ser voluntaria;
- A operação do sistema tem que promover a competição (evitar cartorio);
- A base tem que ser as guias ISO/IEC, particularmente 48 e 10011/12;
- Sistema tem que ser sistema para evitar confusão sobre terminologia e uso;
- Tem que haver um forum com todos participando;
- Há que haver reconhecimento e aceitação dos resultados pelas partes envolvidas, quer publicas, quer privadas como decisoes independentes
- Os paises em desenvolvimento tem que ser levados em conta
- Tem que haver forma adequada de relatorio e informações.

Recomendação ao Brasil (Roque):

A partir da reunião do COMETRO dia 26 de Maio de 1993, devera ser formado um comite que elaborará sobre o assunto. Deveremos participar e entao exporemos nossos pontos de vista.

IAF - 30/4 e 1 de Maio 1993

Este forum nao é da ISO, porem ela o acolhe, por solicitação da ANSI/NSTI e provavelmente o Depto.de Comercio Americano, pois foi nas premissas da ISO.

O International Accreditation Forum é uma promoção dos operadores "de facto" de Acreditação e dos efetivamente afetados, isto é Japão, USA e Alemanha, que são muito afetados.

Este grupo tem expectativa de entrar no vácuo criado pela resolução 28 da ISO.

O INMETRO, através de nossa representação esta dentro, pois esta reuniao foi a segunda e na primeira pouco ou quase nada se definiu. A ata da primeira reunião segue anexa.

COPANT Comision Panamericana de Normas Tecnicas

Balancete

CONCEPTO	PRESUPUESTO 1992	CUMPLIDO 1992	PRESUPUESTO 1993	PROPUESTA
Honorarios Secretario Ejecutivo	18.000	18.000	22.500	22.500
Movilidad	12.000	7.500	18.000	15.000
Reunión Consejo	7.000	9.000	10.000	8.700
Gastos Secretarías	10.000	11.600	12.000	12.000
Equipamiento	5.000	1.300	2.000	2.000
Capacitación	15.000	4.000 + 15.000 UNI	15.000	8.000
Promoción	10.000	5.800	10.000	7.500
Sueldos	5.000	6.300	6.500	6.500
Cargas sociales	2.000	2.000	2.500	2.500
COPANT OEA BID	5.000	-	-	-
Mantenimiento	1.000	2.000	2.000	2.000
Honorarios contables	1.800	1.800	1.800	1.800
Imprevistos	5.000	3.300	5.000	5.000
TOTAL EGRESOS	96.800	72.600 +15.000 UNI	107.300	93.500

CUOTAS	85.380	73.600	80.380	80.380
INTERESES	-	5.670	5.000	5.000
TOTAL INGRESOS	85.380	79.270	85.380	85.380
DIFERENCIA	- 11.420	+ 6.670	- 21.920	- 8.120
% S/EGRESOS	-11,8	+ 9,2	- 20,4	- 8,7

	31/12/91	31/12/92	31/03/93
CAJA Y BANCOS	124.631	148.077	148.500

NORMAS PANAMERICANAS COPANT

ESTUDIADAS Y APROBADAS DENTRO DEL CONVENIO COPANT-ILAFA DE NORMALIZACION SIDERURGICA REGIONAL

Studied and approved within the COPANT-ILAFA Agreement on Regional Iron and Steel Standardization

CATALOGO PRELIMINAR
3ª EDICION

AL 01 DE ABRIL DE 1993
Incluyendo las Normas Panamericanas aprobadas por COPANT en mayo de 1992 y las en trámite de homologación como Normas MERCOSUR - NM

NORMAS PANAMERICANAS COPANT
ESTUDIADAS Y APROBADAS DENTRO DEL
CONVENIO COPANT-ILAFA DE NORMALIZACION SIDERURGICA REGIONAL
(ACTUALIZADO 1993-04-01)

COPANT		Título	Nº Estudio	Observaciones
1 - 1986	*	Ensayo de doblado para acero. *(Revisión de COPANT R 1 - 1964)*	2:1-001	
2 - 1992	*	Materiales metálicos. Ensayo de tracción *(Revisión de COPANT R 2 - 1964) (Homologación de ISO 6892).*	C100:001	
3 - 1992	*	Materiales metálicos. Ensayo de dureza Brinell. *(Revisión de COPANT R 3 - 1964) (Homologación de ISO 410 y 6506).*	C100:002	
4/I - 1992	*	Materiales metálicos. Ensayo de dureza Vickers Parte 1: HV 5 a HV 100. *(Revisión de COPANT R 4 - 1964) (Homologación de ISO 6507/1 y 409/1).*	C100:006.	
4/II - 1992	*	Materiales metálicos. Ensayo de dureza Vickers Parte 2: HV 0,2 a menores que HV 5. *(Revisión de COPANT R 4 - 1964) (Homologación de ISO 6507/2 y 409/2).*	C100:007	
4/III - 1992	*	Materiales metálicos. Ensayo de dureza Vickers Parte 3: Menor que HV 0,2. *(Revisión de COPANT R 4 - 1964) (Homologación de ISO 6507/3).*	C100:008.	
5 - 1991	*	Materiales metálicos. Ensayo de dureza Rockwell. (Escalas A, B, C, D, E, F, G, H, y K).*(Revisión de COPANT R 5 -1964)*	2:1-035	
R 6 - 1964		Ensayo de impacto sobre probeta simplemente apoyada con entalle U para acero.	2:1-006	(Rev. C100:018).
R 7 - 1964		Ensayo de impacto sobre probeta simplemente apoyada con entalle V para acero.	2:1-007	(Rev. C100:019).
R 8 - 1964		Ensayo de embutido Erichsen modificado para productos planos delgados de acero.	2:1-008	(Rev. C100:020).
R 9 - 1964		Ensayo de pestañado para tubos de acero de sección circular.	2:1-009	(Rev. C100:021).
R 10 - 1964		Ensayo de doblado para tubos de acero de sección circular.	2:1-010	(Rev. C100:022).
R 11 - 1964		Ensayo de aplastamiento para tubos de acero de sección circular.	2:1-011	(Rev. C100:023).
R 12 - 1964		Ensayo de abocardado para tubos de acero de sección circular.	2:1-012	(Rev. C100:024).
R 13 - 1964		*Tochos, palanquillas, planchones y llantones de acero al carbono para laminar productos de uso estructural.*	*2:3-001*	*Sustituida por COPANT 1546,1547 y 1548.*
14 - 1986		Barras de acero redondas lisas, laminadas en caliente para hormigón armado.	2:3-002	
15 - 1992	*	Barras de acero con resaltes laminadas en caliente para hormigón armado. *(Revisión de COPANT 15 - 1986).*	C102:100.	
16 - 1986		Barras de acero con resaltes, laminadas en caliente y torsionadas en frío, para hormigón armado. *(Revisión de COPANT R 16 - 1964)*	2:3-061	
R 17 - 1964		Barras de acero al carbono, laminadas en caliente, para remaches de uso estructural, estampados en caliente.	2:3-005	
R 18 - 1964		Barras de acero al carbono, laminadas en caliente, para pernos y tornillos formados en caliente.	2:3-006	
R 19 - 1964		Barras de acero al carbono, laminadas en caliente, para tuercas.	2:3-007	
R 20 - 1964		Aceros al carbono. Método gasométrico de determinación de carbono por combustión directa.	2:5-001	

COPANT	Título	Nº Estudio	Observaciones
21 - 1991 *	Aceros y fundiciones de hierro - Determinación del contenido de carbono total - Método gravimétrico después de combustión. *(Revisión de COPANT R 21 - 1964)*	2:5-062	
R 22 - 1964	Aceros al carbono. Método alcalimétrico de determinación de fósforo.	2:5-003	
R 23 - 1964	Aceros al carbono. Método de evolución para determinación del azufre.	2:5-004	
R 24 - 1964	Aceros al carbono. Método volumétrico de determinación de azufre por combustión directa.	2:5-005	
R 25 - 1964	Aceros al carbono. Método del bismutato para la determinación de manganeso.	2:5-006	
R 26 - 1964	Aceros al carbono. Método del persulfato para la determinación de manganeso.	2:5-007	
27 - 1991 *	Aceros y fundiciones de hierro - Determinación del contenido de silicio total - Método gravimétrico *(Revisión de COPANT R 27 - 1964)*	2:5-064	
R 28 - 1964	Aceros al carbono. Método del ácido sulfúrico para la determinación de silicio.	2:5-009	
R 29 - 1964	Aceros al carbono. Método yodométrico para la determinación de cobre.	2:5-010	
R 30 - 1964	Aceros al carbono. Método yodométrico para la determinación de estaño.	2:5-011	
R 31 - 1964	Aceros al carbono. Método de la dimetilglioxima para la determinación de níquel.	2:5-012	
R 32 - 1964	Aceros al carbono. Método del persulfato para la determinación de cromo.	2:5-013	
33/I - 1991 *	(Parte I) Chapas finas de acero al carbono, laminadas en frío. Espesores y tolerancias dimensionales y de forma. *(Revisión de COPANT 33/I - 1975)*	2:3-085	
33/II - 1991 *	(Parte II) Chapas finas de acero al carbono, laminadas en caliente. Espesores y tolerancias dimensionales y de forma. *(Revisión de COPANT 33/II - 1975)*	2:3-086	
33/III - 1991 *	(Parte III) Chapas gruesas de acero al carbono, laminadas en caliente. Espesores y tolerancias dimensionales y de forma. *(Revisión de COPANT 33/III - 1975)*	2:3-087	
34/I - 1990 *	(Parte I) Chapas finas de acero al carbono laminadas en caliente, para uso estructural. *(Revisión de COPANT 34/I - 1977)*	2:3-075	
34/II - 1990 *	(Parte II) Chapas de acero al carbono laminadas en caliente, para uso general. *(Revisión de COPANT 34/II - 1977)*	2:3-077	
34/III - 1990 *	(Parte III) Chapas de acero al carbono laminadas en frío, para uso general. *(Revisión de COPANT 34/III - 1975)*	2:3-078	
35 - 1990	Chapas gruesas de acero al carbono para uso estructural. *(Revisión de COPANT 35 - 1977)*	2:3-076	
36 - 1977	Planchas delgadas de acero al carbono para fabricación de envases portátiles para gases licuados de petróleo.	2:3-045	
37 - 1991 *	Chapas de acero al carbono para recipientes o componentes sometidos a presión. *(Revisión de COPANT 37/I, 37/II y 37/III - 1975)*	2:3-082-B	
38/I - 1990 *	(Parte I) Chapas de acero al carbono laminadas en caliente para embutido. *(Revisión de COPANT 38 - 1975)*	2:3-073	
38/II - 1990 *	(Parte II) Chapas de acero al carbono laminadas en frío, para embutido. *(Revisión de COPANT 38 -1975)*	2:3-074	
39/I - 1977	(Parte I) Planchas delgadas de acero al carbono cincadas por inmersión en caliente. Condiciones y requisitos generales.	2:3-041-A	
39/II - 1977	(Parte II) Planchas delgadas de acero al carbono lisas cincadas por inmersión en caliente, para uso general.	2:3-041-B	
R 193 - 1969	Tubos sin costura de acero al bajo carbono y al carbono-molibdeno, de calentamiento, para refinerías.	13:2-001	
R 194 - 1969	Tubos sin costura de acero al cromo-molibdeno y al cromo-molibdeno-silicio, de calentamiento, para refinerías.	13:2-002	
R 195 - 1969	Tubos sin costura de acero al cromo-níquel, de calentamiento, para refinerías.	13:2-003	
196 - 1992 *	Tubos de acero de bajo carbono sin costura, trefilados en frío, para intercambiadores de calor y condensadores. *(Revisión de COPANT R 196 - 1969).*	C109:104.	

COPANT	Título	Nº Estudio	Observaciones
R 197 - 1969	Tubos sin costura, estirados en frío, de acero al cromo-molibdeno y al cromo-molibdeno-silicio, para condensadores e intercambiadores de calor.	13:4-002	
R 198 - 1969	Tubos soldados por resistencia eléctrica, de acero al carbono, para condensadores e intercambiadores de calor.	13:4-003	
199 - 1992 *	Tubos de acero al carbono y al carbono-manganeso soldados por resistencia eléctrica para calderas. *(Revisión de COPANT R 199 - 1969).*	C109:105.	
200 - 1992 *	Tubos de acero al carbono soldados por resistencia eléctrica para calderas y sobrecalentadores para servicios de alta presión. *(Revisión de COPANT R 200 - 1969).*	C109:110.	
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1575 - 1991 *	Materiales metálicos - Ensayo de dureza superficial Rockwell (Escalas 15N, 30N, 45N, 15T, 30T y 45T).	2:1-038	
1576 - 1991 *	Materiales metálicos - Ensayo de dureza -Verificación de las máquinas de ensayo de dureza superficial Roclwell (Escalas 15N, 30N, 45N, 15T, 30T y 45T).	2:1-039	
1577 - 1991 *	Materiales metálicos - Ensayo de dureza -Calibración de bloques patrón para máquinas de ensayo de dureza superficial Rockwell (Escalas 15N, 30N, 45N. 15T, 30T y 45T).	2:1-040	
1578 - 1991 *	Aceros y fundiciones de hierro - Determinación del contenido de cromo - Método espectrofotométrico de la difenilcarbazida.	2:5-061	
1579 - 1991 *	Aceros y fundiciones de hierro - Determinación del contenido de manganeso - Método espectrofotométrico.	2:5-063	

Primer número : Nº de la Norma Panamericana. Se mantiene en sucesivas revisiones.
Los antecedidos por **R** corresponden a las antiguas Recomendaciones COPANT aprobadas hasta el año 1971 inclusive.
Los números ***en cursiva*** corresponden a Normas que ya no están vigentes (anuladas o sustituidas por otras de diferente numeración)

Segundo número : Año de aprobación de la Norma actualmente vigente.

Título : Título completo de la Norma.

Número tras título : Numeración del documento de estudio con el que se discutió y envió a votación final para su aprobación como Norma.
(No se indican los números anteriores con los que se estudió en ocasiones previas).
Las numeraciones 2:X-ZZZ y 13:Y-WWW indican los Comités COPANT que los estudiaron y orden correlativo en el mismo. A partir de 1991 COPANT modificó la designación y número de los Comités a C10X-zzz, el primer número el del nuevo Comité, el segundo el correlativo.

Las Normas marcadas con asteriscos serán proximamente impresas por ILAFA y han sido estudiadas en 3 reuniones en 1991 y1992 por el Subgrupo 3 del MERCOSUR, Su homologación como Normas Mercosur NM está en votación por los Institutos Nacionales de Normalización de Argentina (IRAM), Brasil (ABNT), Paraguay (INTN) y Uruguay (UNIT).

(Rev. C10X:ZZZ) A ser revisada en la próxima (34ª) Reunión Técnica COPANT-ILAFA. El número es el del documento de estudio propuesto para su revisión.

ILAFA

INSTITUTO LATINOAMERICANO DEL FIERRO Y EL ACERO - ILAFA

DARIO URZÚA 1994, SANTIAGO, CHILE

REUNIONES TECNICAS DE NORMALIZACION SIDERURGICA COPANT-ILAFA
realizadas desde 1962 a la fecha

Nº	SEDE	FECHA		TEMA
1*	Buenos Aires	Jul/Ago	1962	Ensayos físicos de aceros
2*	Santiago	Sep/Oct	1962	Especificación y tipificación de productos siderúrgicos
3*	México	Oct/Dic	1962	Análisis químicos de aceros
4*	Santiago	Ene	1963	Semiterminados y barras de acero al carbono
5*	Santiago	May/Ago	1963	Productos planos de acero
6*	Santiago	Nov	1963	Productos tubulares de acero I
7*	Santiago	Sep/Oct	1964	Productos tubulares de acero II
8*	Santiago	Sep	1965	Arrabio y ferroaleaciones
9*	Santiago	Nov	1965	Productos tubulares de acero III
10*	Santiago	Dic	1966	Alambrón y barras de acero al carbono I
11*	Montevideo	Abr	1967	Productos tubulares de acero IV
12*	Lima	Abr/May	1968	Minerales de hierro
13	Sao Paulo	Jul	1968	Productos tubulares de acero V
14	Santiago	Oct	1968	Aceros especiales II
15	Buenos Aires	Sep	1969	Fundiciones
16	Santiago	May	1970	Perfiles estructurales I
17	Sao Paulo	Jul	1970	Aceros especiales III
18	Santiago	Abr	1972	Productos tubulares de acero VI
19	Joinville	Oct	1972	Accesorios para tubos I
20	México	Feb	1973	Perfiles estructurales II
21	B. Aires	Ago	1973	Chatarra I
22	Sao Paulo	Nov	1973	Tubos de fundición de hierro
23	Trujillo	Ago	1974	Productos laminados planos de acero III
24*	Bogotá	Sep/Oct	1974	Alambres de acero I
25	México	Jul	1975	Alambres de acero para construcción civil II
26	Caracas	Mar/Abr	1976	Productos laminados planos de acero IV
27	Trujillo	Oct	1978	Productos laminados planos de acero V
28	Santiago	Oct	1984	Aceros para la construcción
29	Vitória	Mar	1987	Semiterminados de acero
30	Santiago	Abr	1988	Aceros Especiales IV
31	Santos	May/Jun	1989	Barras, chapas perfiles, ensayos
32	Buenos Aires	Ago	1990	Barras, chapas, ensayos, métodos análisis, tubos
33	Caracas	Sep	1991	Chapas, barras, tubos, ensayos, ferroaleaciones

(*) Las reuniones indicadas con asterisco han sido financiadas por OEA, todas las demás han tenido financiamiento propio.

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COPANT

SECRETARIA EJECUTIVA

COMITES TECNICOS COPANT

INSTITUTOS MIEMBROS , AMBITOS Y PLANES DE TRABAJO

MARZO -1993

INTRODUCCIÓN

La presente publicación

"COMITÉS TÉCNICOS DE COPANT:
INSTITUTOS MIEMBROS, SUS ÁMBITOS Y PLANES DE TRABAJO"
(MARZO 1993)

contiene los Organismos Técnicos de Normalización Regional creados hasta la fecha y que se encuentran en funcionamiento . Contiene también la forma de participación de cada uno de los Institutos de Normalización de la Región en cada uno de ellos, los Ámbitos que cubren los Comités así como los diferentes Planes de Trabajo que están siendo desarrollados o que están por desarrollar, presentados por las diferentes Secretarías Técnicas responsables de su funcionamiento.

Se reitera la importancia de la actualización, por parte de cada uno de los Miembros de COPANT de esta publicación, ya que esto permitirá conocer el grado de funcionamiento de los diferentes COMITÉS TÉCNICOS así como el interés de la Región por el trabajo de los mismos.

CT 100: NOMENCLATURA, SÍMBOLOS Y ENSAYOS SIDERÚRGICOS. (ILAFA)

MIEMBROS P: ABNT, COVENIN, DGN, DGNT, ICAITI, ICONTEC, INN, IRAM, NC
MIEMBROS O: DIGENOR, INEN, UNIT, ITINTEC
SECRETARIA: IRAM.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, símbolos y métodos de ensayo generales de acero y sus productos, y de fundición y sus productos.

INFORME DE LA SECRETARIA ILAFA - 1992

a) Los catorce (14) Proyectos que se encontraban en votación final fueron aprobados como Nuevas Normas COPANT en 1992.
b) Se prepararon, e ILAFA está circulándolos para ser tratados en la 34a. R.T (Santiago, 1993) 12 (doce) Anteproyectos de Normas Panamericanas (COPANT C100:018 a C100:029) relativas a ensayos de productos de acero (respectivamente: 2 sobre ensayos de resiliencia, 2 sobre coeficientes de anisotropia y endurecimiento de chapas, 1 sobre ensayo Erichsen y 5 sobre ensayos mecánicos de productos tubulares). De ellos 10 son propuestas de revisión y actualización de Normas Panamericanas existentes y 2 son nuevos dentro de COPANT.

La Secretaría General de ILAFA está circulando además, a pedido de la Secretaría Técnica COPANT CT 100, el Anteproyecto COPANT C100:017 sobre determinación de tamaño de grano, que quedara pendiente de una Reunión anterior.

CT 101: CLASIFICACIÓN Y MARCADO CONVENCIONAL DE ACERO. (ILAFA)

MIEMBROS P: ABNT, COVENIN, DGN, DGNT, ICONTEC, INN, IRAM, NC
MIEMBROS O: DIGENOR, INEN, UNIT, COPANIT, ITINTEC
SECRETARIA: IRAM.

ÁMBITO: Estudia las Normas Panamericanas relativas a:
a) Código de designación de aceros, incluyendo la designación basada sobre características físicas fundamentales y la basada en la composición química fundamental.
b) Tipificación racional de aceros, incluyendo la caracterización de aceros por grandes grupos y características de colada y otras condiciones.
c) Marcado convencional de aceros, incluyendo las caracterización de aceros por grandes grupos y características de colada y otras condiciones.

INFORME DE LA SECRETARIA ILAFA - 1992

Se preparó e ILAFA está circulándolo para ser tratado en la 34a. R.T. (Santiago, 1993) el Anteproyecto C101:001 sobre embalaje de chapas

CT 102: PRODUCTOS SEMITERMINADOS PLANOS Y REDONDOS OBTENIDOS POR LAMINACIÓN O POR COLADA CONTINUA. (ILAFA)

MIEMBROS P: ABNT, COVENIN, DGN, ICONTEC, INN, IRAM, NC, ITINTEC
MIEMBROS O: DGNT, INEN, UNIT, DIGENOR.
SECRETARIA: ABNT.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, muestreo, clasificación, dimensiones y especificación de los productos de acero al carbono y de aleación semiterminados, planos y redondos, obtenidos por laminación o por colada continua.

INFORME DE LA SECRETARIA ILAFA - 1992

a) Los siete (7) Proyectos que se encontraban en votación final fueron aprobados como Nuevas Normas COPANT en 1992.
b) Debido a problemas internos, derivados de la reorganización del Comité ABNT CB-1 a cargo en Brasil de las actividades de normalización siderúrgica, las labores de este Comité COPANT están interrumpidas, esperándose que en los próximos meses se reanuden. Es probable que una serie de documentos tratados en las reuniones Técnicas del Subgrupo 3 del MERCOSUR puedan ser elevados por ABNT para su estudio en COPANT, ya que coinciden con solicitudes de revisión de Normas Panamericanas COPANT existentes o de preparación de documentos nuevos.

La Secretaría General de ILAFA está circulando para la 34 Reunión Técnica, el Anteproyecto COPANT C102:093, sobre chapas gruesas para construcciones navales (revisión de COPANT 876) que fuera preparado por COVENIN para ser tratado en la 33 R.T., pero que no se llegó a circular en su oportunidad.

CT 103: PRODUCTOS TREFILADOS Y SEMIPRODUCTOS PARA TREFILACIÓN. (ILAFA)

MIEMBROS P: ABNT, COVENIN, DGN, ICONTEC, INN, IRAM, ITINTEC
MIEMBROS O: INEN, DIGENOR, DGNT, UNIT.
SECRETARIA: COVENIN

ÁMBITO: Estudio de las Normas Panamericanas relativas a definiciones, muestreo, clasificación , dimensiones y especificaciones de semiproductos para trefilación y de productos trefilados. Entre otros incluye alambrón, alambres diversos, cables trenzados, cables rígidos de acero, cables antigiratorios, cables de hilos paralelos, hilos redondos de acero duros para resortes, etc.

INFORME DE LA SECRETARIA ILAFA - 1992

La Secretaría Técnica está preparando varios documentos relacionados con la revisión y actualización de Normas Panamericanas COPANT existentes, sobre alambres y productos trefilados, de acuerdo con el programa de preparación de documentos indicado en las anteriores Reuniones Técnicas. Estos sin embargo, no alcanzarán a ser circulados a tiempo como para ser tratados en la 34 Reunión Técnica.

CT 104: ANÁLISIS QUÍMICOS DE PRODUCTOS SIDERÚRGICOS (ILAFA)

MIEMBROS P: ABNT, ICONTEC, COVENIN, ICAITI, DGN, INN, NC
MIEMBROS O: DGNT, INEN, IRAM, UNIT, DIGENOR, ITINTEC
SECRETARIA: Pendiente su adjudicación

ÁMBITO: Estudia las Normas Panamericanas relativas a métodos de ensayo de análisis químicos de productos siderúrgicos y de ferroaleaciones.

INFORME DE LA SECRETARIA ILAFA - 1992

Esta Secretaría ha estado acéfala. No obstante, ABNT hace algún tiempo elevó como propuesta 9 normas brasileñas, de las cuales 5 se refieren a métodos de análisis químicos para aceros y fundiciones, en base a la homologación de Normas Internacionales ISO y otras 4 que tratan de métodos de análisis químicos para ferroaleaciones. ILAFA los está traduciendo o adaptando de los originales ISO y serán circulados para ser tratados en la 34 Reunión Técnica (Anteproyectos C104:068 a 076).

CT 105: ARRABIO, HIERRO ESPONJA, FERROALEACIONES Y FUNDICIÓN DE HIERRO.(ILAFA)

MIEMBROS P: ABNT, COVENIN, DGN, INN, IRAM, ICONTEC, NC
MIEMBROS O : DGNT, INEN, UNIT, ITINTEC
SECRETARIA: COVENIN

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, código de designación y especificaciones de arrabio, hierro esponja, ferroaleaciones y fundición de hierro.

INFORME DE LA SECRETARIA ILAFA - 1992

a) Los nueve (9) Proyectos que se encontraban en votación final fueron aprobados como Nuevas Normas COPANT en 1992.
b) La Secretaría Técnica ha preparado, e ILAFA los está circulando para ser tratados en la 34 R.T., 7 Anteproyectos relativos a fundiciones, reducción directa y prerreducidos (Anteproyectos COPANT C 105:040 a 045). Hay además dos Anteproyectos propuestos por Brasil de tiempo atrás, sobre muestreo de ferroaleaciones, que se están traduciendo y circularán para la 34 R.T. (Anteproyectos C105:046 y 047).

CT 106: MINERALES DE HIERRO.(ILAFA)

MIEMBROS P: ABNT, COVENIN, DGN, INN, IRAM, DGNT, ICONTEC, ITINTEC
MIEMBROS O: INEN.
SECRETARIA: ABNT.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayos físicos y químicos y especificaciones de minerales de hierro naturales (crudos) o piroconsolidados.

INFORME DE LA SECRETARIA ILAFA - 1992

ABNT ha procedido hace ya meses a organizar esta Secretaría Técnica, previendo que la misma esté conectada a la vez a las actividades de normalización internacional de ISO TC 132. Se ha propuesto un programa de trabajos (actualización de Normas COPANT y nuevos documentos siguiendo ISO), pero debido a problemas internos derivados de la reorganización del Comité ABNT CB-1 a cargo en Brasil de las actividades de normalización siderúrgica, también las labores de este Comité COPANT (Ver CT 102) están interrumpidas, esperándose que en los próximos meses se reanuden.

Se había previsto circular documentos de este CT 106 en 1992, y realizar una Reunión Técnica sobre Normalización de Minerales de Hierro en 1993 en Brasil probablemente en Vitoria, E.S.

CT 107: PERFILES LAMINADOS, FORMADOS Y SOLDADOS.(ILAFA)

MIEMBROS P: COVENIN, ABNT, DGN, IRAM, ICONTEC.
MIEMBROS O: DIGENOR, DGNT, INEN, UNIT, NC, ITINTEC
SECRETARIA: INN.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, tipificación de dimensiones y formas, muestreo y especificaciones de perfiles laminados, formados y soldados.

INFORME DE LA SECRETARIA ILAFA - 1992

No hay propuestas por parte de los miembros de COPANT de documentos nuevos relativos a perfiles estructurales, si bien en el MERCOSUR se ha solicitado la normalización de rieles para uso ferroviario y ángulos de alas desiguales. Sólo queda pendiente la recopilación de datos dimensionales para la impresión por ILAFA de algunas Normas Panamericanas COPANT ya aprobadas (1569 a 1572) lo cual se ha solicitado a ABNT. ILAFA por su parte ha podido recopilar la casi totalidad de los datos faltantes.

CT 108: HOJALATA PARA ENVASES METÁLICOS.(ILAFA)

MIEMBROS P: DGN, INN, IRAM, COVENIN, ITINTEC
MIEMBROS O: DGNT, INEN, UNIT, DIGENOR, COPANIT, NC
SECRETARIA: COVENIN

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, muestreo, métodos de ensayo y especificaciones de la hojalata y de productos planos revestidos, cubriendo también el zincado, aluminizado y prepintado que debe emplearse para la elaboración de envases metálicos.

INFORME DE LA SECRETARIA ILAFA - 1992

La Secretaría Técnica ha preparado y están siendo circulados por ILAFA para su consideración en la 34 Reunión Técnica, dos (2) Anteproyectos relativos a hojalata, chapa negra y hoja cromada (TFS). (Documentos C108:001 y C108:002)

CT 109: PRODUCTOS TUBULARES DE ACERO.(ILAFA)

MIEMBROS P: IRAM, ABNT, DGN, COVENIN
MIEMBROS O: ITINTEC
SECRETARIA: Pendiente

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, muestreo y especificaciones de los productos tubulares de acero que se emplean en estructuras y para conducción de fluidos, así como también sus correspondientes accesorios.

INFORME DE LA SECRETARIA ILAFA - 1992

a) Los siete (7) Proyectos que se encontraban en votación final fueron aprobados como Nuevas Normas COPANT en 1992.
b) Se prepararon, e ILAFA está circulándolos para ser tratados en la 34 R.T., 8 (Ocho) Anteproyectos de Normas Panamericanas (COPANT C109:111) a C109:118 relativos a productos tubulares 4 de los cuales para revisión de Normas existentes y los otros 4 son documentos nuevos.

34a. Reunión Técnica COPANT - ILAFA - INN de Normalización Siderúrgica Regional

La Secretaría de Coordinación del Convenio COPANT- ILAFA ha circulado las convocatorias para la celebración en Santiago de Chile, entre los meses de abril y mayo próximos, de la 34a. Reunión Técnica COPANT - ILAFA - INN de Normalización Siderúrgica Regional en la que se analizarán un total 29 Anteproyectos COPANT de los Comités COPANT CT 100, CT 102, CT 105, CT 108 y CT 109 respectivamente.

Los documentos a ser analizados son los siguientes:

1) Anteproyecto COPANT C 100:017: Aceros. Determinación micrográfica del tamaño de grano ferrítico o austenítico. (ISO 643)
2) Anteproyecto COPANT C 102: 093: Chapas gruesas de acero al carbono para construcciones navales (Revisión COPANT 876)
3) Anteproyecto COPANT C 109:111: Tubos de acero de medio carbono, sin costura para calderas generadoras de vapor y sobrecalentadores. (Revisión COPANT R 203)
4) Anteproyecto COPANT C 109:012: Tubos de acero al carbono, sin costura y soldados por resistencia eléctrica, para altas temperaturas de servicio, conforme al Código ISO para la construcción de calderas. (Revisión COPANT R 205)
5) Anteproyecto COPANT C 109:113: Tubos de acero inoxidable austenítico, soldados y sin costura.
6) Anteproyecto COPANT C 109:114: Tubos de acero inoxidable austenítico, soldados, para calderas, sobrecalentadores, intercambiadores de calor y condensadores.
7) Anteproyecto COPANT C 109:115: Tubos de acero sin costura para cilindros de gases comprimidos.
8) Anteproyecto COPANT C 109:116: Tubos de acero inoxidable, ferrítico y austenítico, sin costura para calderas de vapor y sobrecalentadores e intercambiadores de calor. (Revisión COPANT R 513)
9) Anteproyecto COPANT C 109:117: Tubos de acero aluminizados, tipo 1, soldados por resistencia eléctrica, para uso mecánico y aplicaciones en la industria automotriz.
10) Anteproyecto COPANT C 109:118: Tubos de acero para la conducción de fluidos de uso comunes. (Revisión COPANT R 211)
11) Anteproyecto COPANT C 105: 040: Fundición gris. Características de las piezas fundidas (Revisión COPANT 828)
12) Anteproyecto COPANT C 105:041: Fundición maleable ferrítica. Características de las piezas fundidas. (Revisión COPANT 829)
13) Anteproyecto COPANT C 105:042: Fundición esferoidal. Características de las piezas fundidas. (Revisión COPANT 831)
14) Anteproyecto COPANT C 105:043: Siderurgia. Mineral de hierro prerreducido. Briquetas.
15) Anteproyecto COPANT C 105:044: Reducción directa. Definiciones.
16) Anteproyecto COPANT C 108:001: Hojalata y hoja negra. (Revisión Norma COPANT 691)
17) Anteproyecto COPANT C 108:002: Chapas de acero extrafinas recubiertas de cromo. (Hoja cromada) (" TFS ")
18) Anteproyecto COPANT C 100:018: Acero. Método de ensayo Charpy a la flexión por impacto sobre probeta simplemente apoyada con entalladura ojo de cerradura o en U. (Revisión COPANT R 6)
19) Anteproyecto COPANT C 100:019: Acero. Método de ensayo a la flexión por impacto sobre probeta simplemente apoyada con entalladura en V. (Revisión COPANT R 7)
20) Anteproyecto COPANT C 100:020: Chapas y flejes de acero. Método de ensayo de embutido por probeta sujeta. (Ensayo Erichsen modificado). (Revisión COPANT R 8)
21) Anteproyecto COPANT C 100:021: Caños y tubos de acero. Método de ensayo de pestañado. (Revisión COPANT R 9)
22) Anteproyecto COPANT C 100:022: Caños y tubos de acero. Método de ensayo de curvado. (Revisión COPANT R 10)
23) Anteproyecto COPANT C 100:023: Caños y tubos de acero. Método de ensayo de aplastamiento. (Revisión COPANT R 11)
24) Anteproyecto COPANT C 100:024: Caños y tubos de acero. Método de ensayo de abocardado. (Revisión COPANT R 12)
25) Anteproyecto COPANT C 100:025: Caños y tubos de acero. Método de ensayo de compresión. (Revisión COPANT 654)
26) Anteproyecto COPANT C 100:026: Caños y tubos de acero. Método de ensayo de aplanado. (Revisión COPANT 655)
27) Anteproyecto COPANT C 100:0227: Tubos de acero. Método de ensayo de dureza. (Revisión COPANT 1001)
28) Anteproyecto COPANT C 100:028: Chapas y flejes de acero. Método para la determinación de los coeficientes de anisotropía plástica " R " y de anisotropía planar " R " mediante ensayo de tracción axil.

29) Anteproyecto COPANT C 100:029: Chapas y flejes de acero. Método para la determinación del coeficiente de endurecimiento " n ", mediante ensayo de tracción axil.

CT 110: ACREDITAMIENTO DE LABORATORIOS.

MIEMBROS P: UNIT, COVENIN, DGN, ICAITI, ICONTEC, INEN, INN, IRAM, ABNT, NC, ITINTEC, INTN
MIEMBROS O: DIGENOR, COPANIT.
SECRETARIA: COVENIN.

ÁMBITO: Estudia las Normas Panamericanas relativas a todos los procesos para el acreditamiento o aprobación de laboratorios a nivel de cada uno de los países miembros de la Región, basándose fundamentalmente en el trabajo desarrollado por la ISO a través de su Comité de Consejo CASCO.

PLAN DE TRABAJO
1991-1992
Circulación a los países miembros las siguientes Guías ISO/IEC para su aprobación:

LABORATORIOS DE ENSAYOS

1.- COPANT 110:1 (Guía ISO 38/83) Requisitos generales para la aceptación de Laboratorios de ensayo.
2.- COPANT 110:2 (Guía ISO 43/84) Organización y aplicación de los ensayos de aptitud de los Laboratorios
3.- COPANT 110:3 (Guía ISO 49/86) Directrices para la elaboración del Manual de Calidad de un Laboratorio de ensayo.
4.- COPANT 110:4 (Guía ISO 45/85) Directrices para la presentación de resultados de ensayos.
5.- COPANT 110:5 (Guía ISO 54/88) Sistema de Acreditamiento de Laboratorios. Recomendaciones generales para la aceptación o reconocimiento de Organismos de Acreditación.
6.- COPANT 110:6 (Guía ISO 55/88) Sistema de Acreditamiento de Laboratorios. Recomendaciones generales para su operación.
7.- COPANT 110:7 (Guía ISO 25) Directrices generales que permiten evaluar la competencia técnica de los laboratorios.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

DOCUMENTOS EN ESTUDIO
Los Documentos del 110:1 al 110:6 se enviaron como anteproyectos a discusión pública con fecha 04-09-91 (para 110: 1; 2; y 4) y 24-09-91 (para 110: 5 y 6); con fechas de vencimiento 30-11-91 (para 110: 1; 2 y 3 y 15-12-91 (para 110: 4; 5 y 6), no recibiéndose respuestas a los mismos.
Se hizo un segundo envío con fecha 13-04-92 y fecha de vencimiento 17-07.92, no recibiéndose respuesta de los países miembros, con la excepción de COPANIT (Panamá).
En vista de esta situación estos documentos serán remitidos a la Secretaría Ejecutiva de COPANT, para que sean sometidos a la votación correspondiente.

CT 111: CERTIFICACIÓN DE CONFORMIDAD CON NORMAS.

MIEMBROS P: UNIT, DGN, COVENIN, ICONTEC, INEN, IRAM, ABNT, NC, ITINTEC, INTN
MIEMBROS O: DGNT, COPANIT.
SECRETARIA: COVENIN.

ÁMBITO: Estudia las Normas Panamericanas relativas a los términos, procedimientos, directrices y requisitos para la obtención, mantenimiento y manejo de Certificaciones de conformidad con normas y de actividades de Inspección. basado en los procesos desarrollados por la ISO a través de su Comité CASCO.
De esta forma lograremos la armonización de los procedimientos de los países miembros de forma tal de unificar los criterios a nivel Regional e Internacional.

PLAN DE TRABAJO:

1991-1992
- Recopilar , considerar y girar entre los miembros las observaciones recibidas a las Guías ISO/IEC 22 y 23 circuladas con anterioridad.
- Someter a revisión los Documentos COPANT:
CERSE 2: Modelo de Reglamento de Sello Nacional de Conformidad con Normas Nacionales.
CERSE 3: Modelo de Reglamento de Certificación de Conformidad aplicable a lotes aislados.
- Girar a los países miembros para su consideración y aprobación las siguientes Guías ISO/IEC:

GENERALES

1.- **COPANT 111:1-(Guía ISO 2/86)**: Términos generales y sus definiciones en lo que se refiere a la Normalización y a las actividades relacionadas.
2.- **COPANT 111:2-(Guía ISO 7/82)**: Requisitos de las normas aprobadas para la certificación de productos.
3.- **COPANT 111:3-(Guía ISO 22/82)**: Información referente a la Declaración del Fabricante sobre Conformidad con Normas y otras especificaciones técnicas.
4.- **COPANT 111:4-(Guía ISO 48/86)**: Directrices para la Evaluación por terceras partes y el Registro del Sistema de Calidad de los Proveedores.

ENTIDADES DE INSPECCIÓN

5.- **COPANT 111:5-(Guía ISO 39/88)**: Requisitos generales para el reconocimiento de las Entidades de Inspección.

ORGANISMOS DE CERTIFICACIÓN Y ACTIVIDADES DE CERTIFICACIÓN

6.- **COPANT 111:6-(Guía ISO 16/78)**: Código de Principios que rigen los Sistemas de Certificación por Terceros y normas relacionadas.
7.- **COPANT 111:7-(Guía ISO 23/82)**: Métodos para indicar la conformidad con Normas en los Sistemas de Certificación por terceros.
8.- **COPANT 111:8-(Guía ISO 24/78)**: Directrices que rigen la aceptación de las Agencias de Ensayos y de Inspección por los Organismos de Certificación.
9.- **COPANT 111:9-(Guía ISO 27/83)**: Guía para tomar acciones correctivas por parte de un Organismo de Certificación en el caso de la mala aplicación de su Marca de Conformidad.
10.- **COPANT 111:10-(Guía ISO 28/82)**: Reglas generales para un modelo de un Sistema de Certificación de productos por terceras partes.
11.- **COPANT 111:11-(Guía ISO 40/83)**: Requisitos generales para la aceptación o reconocimiento de un Organismo de Certificación
12.- **COPANT 111:12-(Guía ISO 42/84)**: Directrices para la aproximación por etapas a un Sistema Internacional de Certificación.
13.- **COPANT 111:13-(Guía ISO 44/85)**: Reglas generales para establecer esquemas de certificación de productos por terceras partes con carácter internacional.
14.- **COPANT 111:14-(Guía ISO 53/88)**: Un enfoque para la utilización del sistema de calidad de los proveedores en la certificación de productos por terceros.
15.- **COPANT 111:15-(Guía ISO 56/89)**: Un enfoque para la revisión del sistema interno de calidad de un Organismo de Certificación

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

DOCUMENTOS EN ESTUDIOS

1) Los documentos 111:1, 111:2, 111:3, 111:5, 111:6, y 111:7, se enviaron como anteproyectos a discusión pública con fecha 04-09-91 y fecha de vencimiento 30-11-91 (para 111:1, 2 y 3) y 15-12-91, (para 111:5, 6 y 7), no recibiéndose respuesta a los mismos

Se hizo un segundo envío con fecha 13-4-92 y fecha de vencimiento 17-07-92, no recibiéndose respuesta.

En vista de esta situación dichos documentos serán remitidos a la Secretaría Ejecutiva de COPANT para que sean sometidos a la votación correspondiente.

2) Los documentos 111:4, 111:8, 111:9, 111:10, 111:12, 111:14 y 111:15, se enviaron como anteproyectos a discusión pública con fechas 24-9-91 (para 111: 4, 8 y 9); 14-10-91 (para 111:10,12) y 12-12-91, (para 111:14,15); con fechas de vencimiento 30-12-91 (para 111:4,8 y 9); 18-01-92 (para 111:10,12) y 30-03-92 (para 111:14,15), no recibiéndose respuesta a los mismos.
Se hizo un segundo envío con fecha 13-04-92 y fecha de vencimiento 17-07-92, no recibiéndose respuesta.

En vista de esta situación dichos documentos serán remitidos a la Secretaría Ejecutiva de COPANT para que sean sometidos a la votación correspondiente.

CT 120: ASEGURAMIENTO DE LA CALIDAD.

MIEMBROS P: UNIT, DGN, INEN, IRAM, ICONTEC, DIGENOR, COVENIN, ABNT, NC, ITINTEC, INN, INTN
MIEMBROS O: AENOR.
SECRETARIA: IRAM.

ÁMBITO : Estudia las Normas Panamericanas relativas a la Normalización y armonización en el campo relativo a los sistemas de calidad, al aseguramiento de la calidad y a las tecnologías de calidad apropiadas relativas a la materia, fundamentalmente las desarrolladas por la ISO a través de su Comité 176 : Aseguramiento de Calidad.

PLAN DE TRABAJO
1991
- Adopción de las Normas ISO de las Serie 9000
Estudio del Reglamento COPANT sobre Sistema de Registro de Empresa (conforme a las Normas ISO Serie 9000)

INFORME DE LA SECRETARIA DE LA SECRETARÍA EJECUTIVA DE COPANT - 1992

Durante el año 1992 fueron aprobadas como Normas COPANT las Normas ISO de la Serie 9000, siendo sus números y designaciones definitivas las siguientes:

COPANT - ISO 9000 - 1992
COPANT - ISO 9001 - 1992
COPANT - ISO 9002 - 1992
COPANT - ISO 9003 - 1992
COPANT - ISO 9004 - 1992

CT 121: INFORMÁTICA Y ELECTRÓNICA.

MIEMBROS P: ABNT, DGN, IRAM, ICONTEC, NC, INEN
MIEMBROS O: UNIT, COPANIT, ICAITI, DIGENOR, INN, COVENIN, ITINTEC
SECRETARIA: IRAM.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, terminología en el campo de los Sistemas de Tratamiento de la Información cubiertas por la ISO y las Normas IEC relativas a Electrónica, así como otras normas que sean propuestas por el Comité para los temas mencionados.

PLAN DE TRABAJO :

El Plan de Trabajo previsto se basa en las siguientes áreas:
- Informática
- Electromedicina
- Equipos de procesamiento de datos
- Aparatos electrónicos para el uso doméstico y similares.

1) INFORMÁTICA

-COPANT 121:1-001 Terminología de máquinas de computación. Interfases entre los sistemas computarizados de procesos y los procesos técnicos. Definiciones. (ISO 2382/21)(*)
-COPANT 121:1-002 Procesamiento de la Información. Símbolos de documentación y convenciones aplicables a los diagramas de flujo de datos de programación y de análisis y a los gráficos de redes de programas y de recursos de sistemas. (ISO 5807)(*)
-COPANT 121:1-003 Control numérico de máquinas. Nomenclatura de ejes y movimientos (ISO 841)(*)
-COPANT 121:1-004 Control numérico de máquinas. Símbolos. (ISO 2972)(*)
-COPANT 121:1-005 Control numérico de máquinas. Salida del procesador CN. Estructura lógica y palabras principales .(ISO 3592)
-COPANT 121:1-006 Control numérico de máquinas. Vocabulario. (ISO 2806).(*)
-COPANT 121:1-007 Control numérico de máquinas. Salida del procesador CN. Elementos menores de los registros tipo 2000. (Comandos de post-procesador) (ISO 343)(*)
-COPANT.....: Interconexión de sistemas abiertos. Modelo de referencia básico (ISO 7498)
-COPANT.....: Interconexión de sistemas abiertos. Definición del servicio de transporte. (ISO 8072)
-COPANT.....: Procesamiento de la información. Pautas para la documentación de sistemas de aplicación basados en el uso de computadoras (ISO 6592)
-COPANT.....: Tarjetas de identificación. Características físicas. (ISO 7810)
-COPANT.....: Tarjetas de identificación. Técnica de registro. Parte I. Estampado (ISO 7811/I)
-COPANT.....: Tarjetas de identificación. Técnica de registro Parte 2. Magnética (ISO 7811/2)
-COPANT.....: Tarjetas de identificación. Técnica de registro. Parte 3. Posición sobre las características de estampado sobre las tarjetas ID-I.(ISO 7811/3)
-COPANT.....: Intercambio electrónico de datos (ANSI X 12B 86-OO5-1987)

NOTA: Las Normas marcadas con (*) fueron giradas por la Secretaría del Comité (IRAM) para aprobación de los Institutos, recibiendo aprobación de : UNIT, INEN y ABNT.

2) ELECTRÓNICA

-COPANT.....: Seguridad de equipos de tecnología de la información, incluyendo equipos eléctricos de oficina (IEC 950)
-COPANT.....: Seguridad de aparatos para electromedicina. Especificaciones generales (IEC 601-1)

-COPANT.....: Seguridad de aparatos para electromedicina. Exigencias particulares de seguridad para aparatos defribiladores cardíacos y aparatos monitores - defribiladores cardíacos.(IEC 601-2-4)
-COPANT.....: Seguridad de aparatos para electromedicina. Exigencias particulares de seguridad para aparatos ultrasónicos para terapia(IEC 601-2-5)
-COPANT.....: Condiciones generales de seguridad de aparatos electrónicos para uso doméstico y similares. (IEC 65).

CT 122: CILINDROS DE ACERO PARA ENVASADO DE GASES.

MIEMBROS P: INEN, UNIT, DGN, COPANIT, COVENIN, ICAITI, INN, INTN, ABNT, NC
MIEMBROS O: IRAM, DGNT, DIGENOR, AENOR, ITINTEC
SECRETARIA: INEN

ÁMBITO: Estudia las Normas Panamericanas relativas a cilindros de acero para el envasado de gases, sus accesorios y las características relativas a su fabricación y uso.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

Con oficio 920720 de fecha 92-04-06 se ha enviado a COPANT el Plan de Trabajo del Comité Técnico.
Próximamente se enviarán ejemplares de las normas a los miembros del Comité para observaciones.

Respecto al pedido del Ing. Julián Tychojkij. Director General del IRAM, el INEN no considera oportuno al momento la división del Comité Técnico, sin embargo de lo cual ha conformado un grupo de trabajo para estudiar detenidamente el pedido.
En cuanto se cuente con un informe técnico al respecto, éste será enviado a la Secretaría Ejecutiva de COPANT.

CT 123: ILUMINACIÓN.

MIEMBROS P: ABNT, DGN.
MIEMBROS O: ICAITI, INN, IRAM, NC, ITINTEC
SECRETARIA: ABNT

ÁMBITO: Estudia las Normas Panamericanas relativas a :
1) Lámparas incandescentes (lámparas para iluminación general y aquellas para usos especiales, tales como lámparas para automóviles, diales de radioreceptores, etc.).
2) Lámparas de descarga de gas (Lámparas fluorescentes).
3) Casquillos y portalámparas con el objeto de permitir la intercambiabilidad y seguridad.
4) Dispositivos auxiliares para lámparas de descarga, incluyendo partidores.
5) Accesorios no eléctricos necesarios en la instalación de aparatos de iluminación

CT 124: CONTENEDORES

MIEMBROS P: DGN, IRAM, ABNT, ITINTEC
MIEMBROS O: COPANIT, NC
SECRETARIA: Pendiente

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, dimensiones, indicación de características, especificaciones y métodos de ensayo de contenedores que se emplean para el transporte de mercaderías.

CT 125: LECHE Y PRODUCTOS LÁCTEOS.

MIEMBROS P: UNIT, DGN, COPANIT, DIGENOR, INTN, ICAITI, COVENIN, ITINTEC, NC, ABNT
MIEMBROS O: IRAM, INN, TTBS, AENOR.
SECRETARIA: ICAITI.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, muestreo, métodos de ensayo y especificaciones de la leche y sus derivados.

PLAN DE TRABAJO:
1991-1992
-COPANT 125:1 Leche fresca de vaca, sin pasteurizar
-COPANT 125:2 Leche de vaca, pasteurizada, homogeneizada o no
-COPANT 125:3 Leche concentrada sin adición de leche (evaporada)
-COPANT 125:14 Leche y productos lácteos. Métodos de ensayo y análisis. Toma de muestras.
-COPANT 125:15 Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de la materia grasa, por el Método Rose-Gottlieb.
-COPANT 125:16 Leche y productos lácteos. Métodos de ensayo y análisis. Determinación del contenido de grasa por el Método de Babcock.
-COPANT 125:17 Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de sólidos totales.
-COPANT 125:18 Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de proteínas.

1992-1993
-COPANT 125:4- Leche concentrada azucarada (Leche condensada).
-COPANT 125:5- Leche en polvo.
-COPANT 125:6- Mantequilla.
-COPANT 125:19- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de la sacarosa de la leche concentrada azucarada (leche condensada).
-COPANT 125:20- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de cenizas
-COPANT 125:21- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación del Índice de Solubilidad de la leche en polvo.
-COPANT 125:22- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación del punto de acidez titulable.
-COPANT 125:23- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación del punto de congelación de la leche.

1993-1994
-COPANT 125:7- Crema dulce.
-COPANT 125:8- Crema ácida.
-COPANT 125:9- Yogur.
-COPANT 125:24- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de la densidad relativa.
-COPANT 125:25- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de reductasa.
-COPANT 125:26- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de fosfatasa. Método rápido de Scharer.
-COPANT 125:27- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación de las impurezas macroscópicas (sedimentos).
-COPANT 125:28- Leche y productos lácteos. Métodos de ensayo y análisis. Determinación del Índice de Refracción del suero acético de la leche.

1994-1995
-COPANT 125:10- Quesos no madurados. Especificaciones.

-COPANT 125:11- Quesos madurados. Especificaciones.
-COPANT 125:12- Quesos procesados. Especificaciones
-COPANT 125:29- Leche y productos lácteos. Determinación del contenido de grasa láctica de la mantequilla.
-COPANT 125:30- Leche y productos lácteos. Determinación del contenido de la humedad en la mantequilla.
-COPANT 125:31- Leche y productos lácteos. Determinación de la acidez de la grasa de la mantequilla.
-COPANT 125:32- Leche y productos lácteos. Determinación del contenido de cloruros en la mantequilla.
-COPANT 125:33- Leche y productos lácteos. Determinación del índice de refracción de la grasa de la mantequilla.

1995-1996
-COPANT 125:13- Productos sucedáneos de la crema de leche.
-COPANT 125:34- Leche y productos lácteos. Determinación de los índices de yodo, Reichert-Meissl, Polenske y saponificación, en la grasa de la mantequilla.
-COPANT 125:35- Leche y productos lácteos. Crema de leche. Determinación del contenido de grasa.
-COPANT 125:36- Leche y productos lácteos. Recuento de bacterias coliformes y Escherichia Coli.
-COPANT 125:37- Leche y productos lácteos. Determinación de fosfatasa residual en quesos.
-COPANT 125:38- Leche y productos lácteos. Determinación de grasa en quesos

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

El Instituto Centroamericano de Investigación y Tecnología Industrial (ICAITI) como Secretaría Técnica del Comité COPANT C 125, inició durante el año 1992 la preparación de los anteproyectos de normas panamericanas COPANT siguientes:

COPANT
125 - 1 Leche fresca de vaca sin pasteurizar
125 - 2 Leche de vaca, pasteurizada, homogenizada o no
125 - 3 Leche concentrada sin adición de azúcar (evaporada)
125 - 14 Leche y productos lácteos. Toma de muestras

Conforme se vayan teniendo preparados los anteproyectos de normas citados anteriormente, serán enviados a los Miembros P y Miembros O del Comité COPANT C125.

CT 126: CARNE Y PRODUCTOS CÁRNICOS.

MIEMBROS P: INEN, COPANIT, UNIT, DGN, DIGENOR, INTN, ICAITI, NC, COVENIN, ABNT
MIEMBROS O: AENOR, IRAM, INN, TTBS, ITINTEC
SECRETARIA: INEN.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, muestreo, cortes, ensayos físicos y químicos, análisis bacteriológicos, especificaciones, envasado, rotulado, transporte y almacenamiento de las carnes de vacuno, porcino, ovino, aves y sus productos derivados.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

En vista de que continúa la revisión total del trabajo del INEN en este campo. iniciada en 1990, todavía no se define el Plan de Trabajo para la elaboración y revisión de las Normas COPANT correspondiente.

CT 127: ALIMENTOS PARA REGÍMENES ESPECIALES.

MIEMBROS P: DGN, ICAITI, COPANIT, ABNT, NC, ITINTEC
MIEMBROS O: IRAM, TTBS, COVENIN, ICONTEC
SECRETARIA: ICAITI

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de alimentos destinados a regímenes especiales.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

El Instituto Centroamericano de Investigación y Tecnología Industrial (ICAITI) como Secretaría Técnica del Comité COPANT C 127 inicio durante el año 1992 la preparación de los anteproyectos de normas panamericanas COPANT siguientes:

COPANT

127 - 1 Alimentos para regímenes especiales. Fórmulas para niños de pecho. Especificaciones.

127 - 2 Alimentos para regímenes especiales. Alimentos elaborados a base de cereales para niños de pecho y niños de corta edad. Especificaciones.

127 - 3 Alimentos para regímenes especiales. Alimentos complementarios para niños de pecho y corta edad. Especificaciones.

Conforme se vayan teniendo preparado los anteproyectos de normas citados anteriormente, serán enviados a los Miembros P y Miembros O del Comité COPANT 127.

CT 128: ACEITES Y GRASAS.

MIEMBROS P: DGN, INEN, INTN, DIGENOR, ICAITI, COPANIT, COVENIN, ABNT, NC
MIEMBROS O: AENOR, IRAM, TTBS, UNIT, ITINTEC
SECRETARIA: INEN.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, muestreo, métodos de ensayo y especificaciones de aceites y grasas vegetales y animales y sus derivados destinados a la alimentación. Se excluyen los aceites de pescado.

PLAN DE TRABAJO:

1991-1992
-COPANT 128:1- Aceite de ajonjolí. (Sésamo).
-COPANT 128:2- Aceite de algodón
-COPANT 128:3- Aceite de girasol.

1992-1993
-COPANT 128:4- Aceite de maíz.
-COPANT 128:5- Aceite de maní (cacahuate)
-COPANT 128:6- Aceite de oliva.
-COPANT 128:7- Aceite de soya.
-COPANT 128.8- Margarina

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

En vista de la prioridad de otros trabajos y de las limitaciones de personal técnico del INEN, este trabajo no ha avanzado en el año 1992

CT 129: AZÚCARES.

MIEMBROS P: DGN, COPANIT, ICAITI, DIGENOR, INTN, COVENIN, ABNT, NC
MIEMBROS O: AENOR, IRAM, TTBS, INN, DGNT, UNIT, ITINTEC
SECRETARIA: NC

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones del azúcar y otros productos edulcorantes usados en la preparación de productos alimenticios.

PLAN DE TRABAJO:

1992
- Revisar las siguientes Normas COPANT:
COPANT 1518: Azúcares y otros productos edulcorantes. Métodos de determinación de la polarización del azúcar.
COPANT 1553: Azúcares y otros productos edulcorantes. Métodos de determinación del ph en azúcares e hidrolizados de almidón.
- Circular entre los Miembros del CT la propuesta de normas necesarias de revisión vinculadas con el trabajo del CT 129, elaboradas en 1983. (Normas sobre carbones activados empleados en la refinación del azúcar).
- Circular entre los miembros del CT el estudio integral de normas necesarias para el Comité.
- Circular entre los miembros las prioridades establecidas por la Comisión Internacional de Métodos Analíticos Unificados de Azúcar (ICUMSA) con el fin de recibir observaciones.

1993-1994
- Elaborar las Normas que resulten necesarias a partir del estudio realizado en 1992.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

En el primer trimestre 1992, se circuló el plan de trabajo del Comité el cual no recibió objeciones por parte de los miembros. Con relación al mismo se ha realizado las siguientes tareas:
1. Se circularon 2 proyectos de revisión de la normas COPANT 1518 "Azúcares y otros productos edulcorantes. Métodos de determinación de la polarización del azúcar". (Hasta el presente no se han recibido comentarios).
2. Se acaba de circular el proyecto de revisión de la norma COPANT 1553 "Azúcares y otros productos edulcorantes. Métodos de determinación del Ph en azúcares e hidrolizados de almidón".
3. Adicionalmente al plan de trabajo se circuló el tema: "Azúcares y otros productos edulcorantes. Método de determinación de la humedad del azúcar crudo, blanco directo y refino", del cual se esperan comentarios para su aprobación como norma COPANT.
4. Se encuentra en trámite la circulación de las prioridades establecidas por la Comisión Internacional de Métodos Analíticos Unificados de Azúcar (ICUMSA) con el fin de recibir observaciones de los miembros de COPANT
5. Se pospusieron dos tareas: la circulación de la propuesta de normas necesarias de revisión vinculadas con el trabajo del CT 129 elaboradas en 1983, y la circulación del estudio integral de normas necesarias para el Comité, hasta tanto se reciban los documentos enunciados por el Centro de Documentación de COPANT.
Conclusión

Como se aprecia el Comité Técnico 129 de COPANT cumplió con las tareas previstas en su plan para 1992, solo dos tareas resultaron pospuestas por razones ajenas a los intereses del Comité. En 1993 se continuará el trabajo sobre la base de las tareas iniciadas en 1992, previéndose realizar la primera reunión del Comité en 1994.

CT 130: PESCADOS Y PRODUCTOS PESQUEROS.

MIEMBROS P: DGN, ICAITI, COPANIT, UNIT, INEN, NC, ITINTEC
MIEMBROS O: AENOR, IRAM, INN, DIGENOR, TTBS, DGNT.
SECRETARIA: COPANIT.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de pescados y productos pesqueros, preparados en diferentes formas tales como: fresco, congelado, salado, ahumado, secado en conserva, harina, etc. Incluye los aceites de pescado.

PLAN DE TRABAJO:

1991-1992
-COPANT 130:1- Pescados y productos pesqueros. Pescado fresco. Especificaciones
-COPANT 130:2- Pescados y productos pesqueros. Pescado. Método de determinación del nitrógeno básico volátil.
-COPANT 130:3 Pescados y productos pesqueros. Harina de pescado. Determinación del contenido de sal. Cloruros.
-COPANT 130:4- Pescados y productos pesqueros. Camarones congelados. Requisitos.
-COPANT 130:5- Pescados y productos pesqueros. Método de determinación del contenido neto escurrido y trozos en conserva.

1992-1993
-COPANT 130:6- Pescados y productos pesqueros. Conservas envasadas de pescado Requisitos.
-COPANT 130:7- Pescados y productos pesqueros. Pescado salado seco. Tipo bacalao. Requisitos.
-COPANT 130:8- Pescados y productos pesqueros. Atún y Bonito en conserva en agua o aceite.
-COPANT 130:9- Pescados y productos pesqueros. Filetes de peces planos congelados rápidamente.
-COPANT 130:10- Pescados y productos pesqueros. Sardinas y productos análogos en conserva.
-COPANT 130:11- Pescados y productos pesqueros. Langosta, Bogavantes y Escalaros congelados rápidamente.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

El programa de estudios para el año 1992 contempla los siguientes anteproyectos.
1. Pescado Fresco : Especificaciones
2. Langostas Congeladas : Especificaciones
3. Camarones Congelados : Requisitos
4. Harina de Pescado : Determinación del Contenido de sal (cloruro)
5. Pescado seco salado (Tipo Bacalao): Especificaciones.

Antecedentes.-
En el estudio de estos anteproyectos se ha tenido en cuenta la siguiente información

1. Pescado Fresco - Especificaciones
1.1 Codex Alimentarius - FAO - Naciones Unidas
1.2 Código de Práctica para el pescado fresco - FAO -1973
1.3 Circular de Pesca No. 318

2. Langostas Congeladas - Especificaciones
2.1 Infopesca - Catálogo de especies marinas de interés económico actual o potencial para América Latina. Parte I Atlántico Centro y Sur - Occidental
2.2 Parte II Pacífico Centro y Sur - Oriental. Programa de las Naciones Unidas para el Desarrollo (FAO), 1982
2-3 Codex Alimentarius, Vol. B. Código Internacional recomendado de Prácticas para las langostas y Especies afines CAC/RC-24-1979 1a. Edición FAO.
2.3 Norma Cubana 80-08 1983 Pescados y Mariscos. Langosta Entera Precocinada Congelada. Especificaciones de Calidad.

3. Camarones Congelados. Requisitos
3.1 Comisión Codex Alimentarius CAC (RS 92-1976
3.2 Norma Cubana 80-17 1983 Pescados y Mariscos. Camarón Entero Congelado. Especificaciones de Calidad.
4. Harina de Pescado - Determinación del Contenido de sal (Cloruro)
4.1 Norma ICAITI 35006 h5. Harina de Pescado y Harina de Residuos de Pescado Determinación del contenido de sal (Cloruro de sodio)
5. Pescado seco salado (tipo bacalao) 1. Especificaciones
5.1 Código Internacional recomendado de prácticas para el Pescado Salado CAC/REP 26-1979
5.2 Salazón y secado mecánico de Pescado y carne de tiburón. Proyecto Nacional de Desarrollo Pesquero Pan/71/54.

Con respecto al grado de cumplimiento del Programa, la Secretaría del Comité Técnico, preparó un paquete de esquemas, anteproyectos y normas COPANIT los cuales fueron sometidos a consideración de los miembros participantes del Comité Técnico COPANT de Pescado y Productos Pesqueros para que emitieran sus opiniones, las cuales fueron remitidas a la Secretaría Técnica.

Transcurrido el tiempo reglamentario, solo se recibieron respuestas de los miembros participantes de la Dirección General de Normas de México y COVENIN de Venezuela. Igualmente se enviaron copias de los documentos de las propuestas de Norma sobre Pescado y Productos Pesqueros a los siguientes miembros ICAITI de Guatemala; INEN de Ecuador; IRAM de Argentina; ITINTEC de Perú; y UNIT de Uruguay.
Las observaciones formuladas por ambos miembros participantes del Comité Técnico C-130; DGN (México) y COVENIN (Venezuela) han sido tomadas en consideración para la corrección de los Proyectos de Normas antes propuestas sobre Pescados y Productos Pesqueros; los cuales serán nuevamente enviados a los miembros participantes de las Normas COPANT para su aprobación.

CT 131: FRUTAS Y HORTALIZAS CONGELADAS RÁPIDAMENTE.

MIEMBROS P: DGN, ICAITI, COPANIT, ABNT
MIEMBROS O: AENOR, IRAM, DIGENOR, TTBS, UNIT, COVENIN, NC
SECRETARIA: ICAITI.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de Frutas y Hortalizas congeladas rápidamente.

PLAN DE TRABAJO:
1991-1992
-COPANT 131:1- Frutas y hortalizas congeladas rápidamente. Guanábana. Especificaciones
-COPANT 131:2- Frutas y hortalizas congeladas rápidamente. Lulo. Especificaciones.
-COPANT 131:3- Frutas y hortalizas congeladas rápidamente. Maracuyá. Especificaciones.

1992-1993
-COPANT 131:4- Frutas y hortalizas congeladas rápidamente. Mora. Especificaciones.
-COPANT 131:5- Frutas y hortalizas congeladas rápidamente. Mango. Especificaciones.
-COPANT 131:6- Frutas y hortalizas congeladas rápidamente. Piña. Especificaciones.

1993-1994
-COPANT 131:7- Frutas y hortalizas congeladas rápidamente. Guayaba. Especificaciones.
-COPANT 131:8- Frutas y hortalizas congeladas rápidamente. Papaya. Especificaciones.
-COPANT 131:9- Frutas y hortalizas congeladas rápidamente. Durazno. Especificaciones.

1994-1995
-COPANT 131:10- Frutas y hortalizas congeladas rápidamente. Guisantes. Especificaciones.
-COPANT 131:11- Frutas y hortalizas congeladas rápidamente. Papas. Especificaciones.
-COPANT 131:12- Frutas y hortalizas congeladas rápidamente. Maíz en grano. Especificaciones.
-COPANT 131:13- Frutas y hortalizas congeladas rápidamente. Espárrago. Especificaciones.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

El Instituto Centroamericano de Investigación y Tecnología Industrial (ICAITI) como Secretaría Técnica del Comité COPANT C 131, inicio la recopilación de literatura técnica normativa para proceder a la elaboración de los anteproyectos COPANT relativos a Frutas y Hortalizas congeladas rápidamente.

CT 132: FRUTAS Y HORTALIZAS ELABORADAS.

MIEMBROS P: COPANIT, DGN, INTN, DIGENOR, ICAITI, UNIT, ABNT, NC
MIEMBROS O: AENOR, IRAM, INN, TTBS, COVENIN, ITINTEC
SECRETARIA: ICAITI.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de Frutas y Hortalizas elaboradas.
PLAN DE TRABAJO:

1991-1992
-COPANT 132:1- Frutas y hortalizas elaboradas .Salsa de tomate.
-COPANT 132:2- Frutas y hortalizas elaboradas Tomates enteros pelados en conserva.
-COPANT 132:17- Frutas y hortalizas elaboradas Determinación de mohos. Método Howard.
-COPANT 132:18- Frutas y hortalizas elaboradas Toma de muestras.
-COPANT 132:19- Frutas y hortalizas elaboradas Determinación de las cenizas.

1992-1993
-COPANT 132:3- Frutas y hortalizas elaboradas .Piña en almíbar.
-COPANT 132:6- Frutas y hortalizas elaboradas . Dulce de membrillo.
-COPANT 132:15- Frutas y hortalizas elaboradas Determinación de plomo.
-COPANT 132:16- Frutas y hortalizas elaboradas Determinación del arsénico.

1993-1994
-COPANT 132:4- Frutas y hortalizas elaboradas. Espárragos envasados al natural.
-COPANT 132:5- Frutas y hortalizas elaboradas. Arvejas envasadas al natural.
-COPANT 132:10- Frutas y hortalizas elaboradas Determinación de los azúcares reductores totales y de la sacarosa.
-COPANT 132:11- Frutas y hortalizas elaboradas Ensayo de estabilidad a determinadas temperaturas.

-COPANT 132:24- Frutas y hortalizas elaboradas Prácticas higiénico sanitarias concernientes a su elaboración y a las plantas de procesamientos.

1994-1995
-COPANT 132:7- Frutas y hortalizas elaboradas .Cidra confitada.
-COPANT 132:8- Frutas y hortalizas elaboradas .Higo confitado.
-COPANT 132:20- Frutas y hortalizas elaboradas Determinación de calcio.
-COPANT 132:23- Frutas y hortalizas elaboradas Determinación de mercurio.

1995-1996
-COPANT 132:9- Frutas y hortalizas elaboradas .Naranja confitada.
-COPANT 132:12- Frutas y hortalizas elaboradas Determinación del ácido ascórbico.
-COPANT 132:13- Frutas y hortalizas elaboradas. Determinación del anhídrido carbónico.
-COPANT 132:14- Frutas y hortalizas elaboradas. Determinación del cobre.
-COPANT 132:21- Frutas y hortalizas elaboradas. Determinación del estaño.
-COPANT 132:22- Frutas y hortalizas elaboradas. Determinación de Zinc.

1996-1997
-COPANT 132:25- Frutas y hortalizas elaboradas. Pasta de guayaba. Especificaciones.
-COPANT 132:26- Frutas y hortalizas elaboradas. Mermelada de guayaba. Especificaciones.
-COPANT 132:27- Frutas y hortalizas elaboradas. Higos (Brevas) en almíbar. Especificaciones.
-COPANT 132:28- Frutas y hortalizas elaboradas. Concentrado de guayaba. Especificaciones.
-COPANT 132:29- Frutas y hortalizas elaboradas. Concentrado de mango. Especificaciones.
-COPANT 132:30- Frutas y hortalizas elaboradas. Concentrado de mora. Especificaciones.

1997-1998
-COPANT 132:31- Frutas y hortalizas elaboradas. Concentrado de maracuyá. Especificaciones.
-COPANT 132:32- Frutas y hortalizas elaboradas. Pulpa de guayaba. Especificaciones.
-COPANT 132:33- Frutas y hortalizas elaboradas. Pulpa de mora. Especificaciones.
-COPANT 132:34- Frutas y hortalizas elaboradas. Pulpa de piña. Especificaciones.
-COPANT 132:35- Frutas y hortalizas elaboradas. Pulpa de Maracuyá. Especificaciones.
-COPANT 132:36- Frutas y hortalizas elaboradas. Pulpa de lulo. Especificaciones.
-COPANT 132:37- Frutas y hortalizas elaboradas. Pulpa de mango. Especificaciones.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

a) Los cinco (5) Proyectos que se encontraban en votación final fueron aprobados como Nuevas Normas COPANT en 1992 y editados por la Secretaría Ejecutiva.

b) A requerimiento de la Secretaría Ejecutiva, se alteró el Plan tentativo de Trabajo del Comité COPANT CT 132, para los años 1990 - 1995, con el objeto de adelantar el estudio de anteproyectos de normas que se citan en las normas editadas, mencionadas anteriormente. Dicha alteración permitió lo siguiente:
b.1) Se elaboraron los informes respectivos y los 5 anteproyectos de normas panamericanas COPANT que se mencionan a continuación, los cuales fueron enviados a encuesta pública. la que termina el 7 de Febrero de 1993, a los miembros P y miembros O del Comité COPANT C 132:

COPANT
C 132 - 14 Productos elaborados a partir de frutas y hortalizas. Determinación del contenido de cobre.

C 132 - 15 Productos elaborados a partir de frutas y hortalizas. Determinación del contenido de plomo por el método de absorción atómica.

C 132 - 20 Productos elaborados a partir de frutas y hortaliza. Determinación de calcio.

C 132 - 21 Productos elaborados a partir de frutas y hortalizas. Determinación de estaño. Método de absorción atómica

C 132 - 22 Productos elaborados a partir de frutas y hortalizas. Determinaciòn de Zinc.

b.2) Se inició la preparación de los anteproyectos de normas panamericanas COPANT siguientes:

- Envases metálicos para conservas alimenticias. Especificaciones
- Envases plásticos para conservas alimenticias. Especificaciones
- Envases de cartón para productos alimenticios. Especificaciones
  Agua potable. Especificaciones.
- Productos envasados. Verificación de la masa neta y de la masa escurrida y variaciones permitidas para las mismas.
- Productos envasados. Verificación del volumen neto y variaciones permitidas para el mismo.
- Productos envasados. Verificación del contenido neto de productos aerosoles. Variación permitidas para el mismo.
- Productos elaborados a partir de frutas y hortalizas. Prácticas higiénico sanitarias para su elaboración.
- Aditivos alimentarios permitidos para consumo humano.

Conforme se vayan teniendo preparados los anteproyectos de normas citada anteriormente, serán enviados a los Miembros P y Miembros O del Comité COPANT C 132. Se hace notar que algunos de estos anteproyectos también serán enviados para observaciones y comentarios a todos los miembros de la COPANT por ser de uso y aplicación mas general, es decir no solamente en este tipo de productos alimentarios.

CT 133: JUGOS Y NÉCTARES DE FRUTAS.

MIEMBROS P: DGN, DIGENOR, INTN, ICAITI, COVENIN, ABNT, NC
MIEMBROS O: AENOR, IRAM, INN, TTBS, COPANIT, ITINTEC, UNIT.
SECRETARIA: ICAITI.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de Jugos y Néctares de Frutas.

PLAN DE TRABAJO:

1991-1992
-COPANT 133:1- Jugos y néctares de frutas. Néctar de frutilla.
-COPANT 133:2- Jugos y néctares de frutas. Néctar de guanábana.

1992-1993
-COPANT 133:3- Jugos y néctares de frutas. Néctar de maracuyá.
-COPANT 133:4- Jugos y néctares de frutas. Néctar de melón.

1993-1994
-COPANT 133:5- Jugos y néctares de frutas. Néctar de mora.

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

Los ocho (8) Proyectos que se encontraban en votación final fueron aprobados como Nuevas Normas COPANT en 1992 y editados por la Secretaria Ejecutiva.

CT 134: PRODUCTOS DE CACAO Y CHOCOLATE

MIEMBROS P: DGN, ICAITI, INEN, COVENIN, ABNT, NC
MIEMBROS O: COPANIT, DIGENOR, IRAM, TTBS, ITINTEC
SECRETARIA: INEN

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de Productos de Cacao y Chocolate

INFORME DE LA SECRETARÍA DEL COMITÉ - 1992

Con Oficio 921369 de fecha 199-07-02 se ha enviado a COPANT el Plan de Trabajo del Comité. Próximamente se enviarán ejemplares de las Normas a los miembros del Comité para observaciones.

CT 135: PRODUCTOS ALIMENTICIOS VARIOS.

MIEMBROS P: DGN, ICAITI, COPANIT, ABNT, NC, INTN
MIEMBROS O: AENOR, IRAM, TTBS, INTN, DIGENOR, UNIT, COVENIN, ITINTEC
SECRETARIA: Pendiente

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de productos alimenticios varios preparados en diferentes formas.

CT 136: BEBIDAS ALCOHÓLICAS.

MIEMBROS P: INEN, ICONTEC, ABNT, NC, ICAITI, INTN
MIEMBROS O: AENOR, COPANIT, IRAM, UNIT, COVENIN, ITINTEC
SECRETARIA: INEN.

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de bebidas alcohólicas fermentadas y destiladas, así como productos de licorería.

PLAN DE TRABAJO:

1991-1992
-COPANT 136:1- Aguardiente de caña.
-COPANT 136:2- Alcohol etílico rectificado
-COPANT 136:3- Brandy

1992-1993
-COPANT 136:4- Ginebra (Gin)
-COPANT 136:5- Ron
-COPANT 136:6- Vodka
-COPANT 136:7- Whisky
-COPANT 136:8- Cerveza (Revisión de las COPANT existentes).
-COPANT 136:9- Vermouth
-COPANT 136:10- Vinos

INFORME DE LA SECRETARIA DEL COMITÉ - 1992

En vista de que continúa la revisión total de las normas expedidas por el INEN en este campo, el trabajo de elaboración de las normas COPANT no ha avanzado en el año 1992.

CT 137: FRUTAS Y HORTALIZAS FRESCAS DE ORIGEN TROPICAL.

MIEMBROS P: DGN, INEN, ABNT, NC, ICAITI, INTN
MIEMBROS O: COVENIN
SECRETARIA: Pendiente

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, clasificación, muestreo, métodos de ensayo y especificaciones de las frutas y hortalizas de origen tropical.

CT 138: UTILIZACIÓN Y DISTRIBUCIÓN DE GAS NATURAL

MIEMBROS P: INN, ITINTEC, INTN
MIEMBROS O: COPANIT
SECRETARIA: ABNT

CT 139: MATERIAL FERROVIARIO. EXPLOTACIÓN FERROVIARIA Y MATERIAL RODANTE . TROCHA 1000 (ALAF)

MIEMBROS P:
MIEMBROS O: COPANIT
SECRETARIA: INN

CT 140: MATERIAL FERROVIARIO. EXPLOTACIÓN FERROVIARIA Y MATERIAL RODANTE . TROCHA 1435. (ALAF)

MIEMBROS P:
MIEMBROS O: COPANIT
SECRETARIA:

CT 141: MATERIAL FERROVIARIO. VÍAS Y OBRAS (ALAF)

MIEMBROS P:
MIEMBROS O:COPANIT
SECRETARIA: ABNT

PROPUESTA DE ALAF

La Secretaría General de ALAF envió a la Secretaría Ejecutiva de COPANT los resultados de las discusiones llevadas a cabo durante la XVIII Asamblea de la Asociación Latinoamericana de Ferrocarriles, según las cuales nos hacen de nuestro conocimiento su Plan de Trabajo de Normalización para el periodo 1993- 1996 así como también nos envían una lista de 24 documentos aprobados por ellos para que sean Homologados por COPANT.

PLAN DE NORMALIZACIÓN PERIODO 1993 - 1996

GRUPO A
Terminologia Técnica portugues - español

Procedimiento para la valorización de las reparaciones de vagones
Procedimiento para la homologación técnica

GRUPO B
SUBCOMISIÓN No. 1
Bogie - requisitos
Variación de la resistencia del vagón
Ruedas - requisitos
Ejes - requisitos
Perfil de la rueda
Aprobación del distribuidor del freno de aire comprimido
Rodamientos
Grasa para rodamientos
Zapatas metálicas -r equisitos
Zapatas de composición de alto coeficiente de fricción
Equipo de freno de aire comprimido. Elementos de reposición intercambiables
Ajustador automático
Dispositivo vacìo-cargado
Compatibilidad de dinamómetros
Procedimiento para la aprobación del prototipo del vagón
Equipo de freno manual

SUBCOMISIÓN No. 2

Eje Montado
Paragolpe elastomérico
Equipamiento de freno
Equipo de freno de aire comprimido
Vagón portacontenedor para tres contenedores
Vagón plataforma para tres contenedores
Vagón portacontenedor para dos contenedores
Vagón plataforma para dos contenedores
Ruedas forjadas y laminadas
Enganche automático

SUBCOMISIÓN No. 4

Sistemas de radiocomunicaciones de locomotoras
Dispositivos de televigilancia del furgón

SUBCOMISIÓN No. 5

Cruzamiento de vía - trocha 1000
Cruzamiento de vía - trocha 1435
Metodología para determinar el peso por eje
Clasificación de la vía
Tirafondos
Anclas
Durmientes de madera
Durmientes de hormigón monobloque
Piedra para balasto
Perfil de los rieles
Rieles - requisitos
Normas de mantenimiento de la vía

SUBCOMISIÓN No. 6

Programa de Normalizaciòn Tècnica para las líneas de trocha 914
CENTROAMERICA - COLOMBIA

SUBCOMISIÓN No. 8

Palets de madera (800X1200 mm.)
Box-palet de acero (800X1200 mm.)
Organización técnica para el transporte de contenedores
Organización técnica para el transporte de vehículos ruteros
Requisitos técnicos para el transporte de productos peligrosos

SUBCOMISIÓN No. 9

Programa de Normalización Técnica para la Trocha 1676 (Chile - Argentina)

LISTA DE DOCUMENTOS ALAF PARA SER ENVIADOS A LA COMISIÓN PANAMERICANA DE NORMAS TÉCNICAS COPANT PARA SER HOMOLOGADAS

No.	DOC.ALAF. No.	TEMA
1	1-003	Zapatas de composición de bajo coeficiente de fricción - trocha1000. Requisitos
2	1-006	Zapatas de composición de bajo coeficiente de fricción - trocha 1000. Medidas
3	1-011	Zapatas de composición de bajo coeficiente de fricción - trocha1000 .Métodos de ensayo físico.
4	1-012	Zapatas de composición de bajo coeficiente de fricción - trocha 1000 . Métodos de ensayo dinámico
5	1-013	Zapatas de composición de bajo coeficiente de fricción - trocha 1000. Métodos de ensayo en caliente y en servicio.
6	1-007	Zapatas metálicas - trocha 1000 . Medidas
7	1-008	Calibo de intercambio internacional trocha 1000
8	1-014	Vagón tipo cubierto para carga general y granelas - trocha 1000
9	1-015	Vagón tipo portacontendor- trocha 1000.
10	1-016	Vagón tipo plataforma apto para contenedores - trocha 1000
11	1-019	Mangas de caucho para freno de aire comprimido.
12	1-021	Bogie para vagòn - trocha 1000 . Parámetros básicos.
13	1-022	Equipamiento de freno para vagones trocha 1000.
14	2-001	Cálibo de intercambio - trocha 1415
15	2-005	Vagón tipo cubierto para carga general y granelas - trocha 1415
16	2-007	Enganche a tornillo para vagones trocha 1435
17	2-008	Zapatas de fundición de hierro trocha 1435. Medidas
18	2-009	Paragolpes de fricción para vagones
19	2-012	Zapatas de composición de bajo coeficiente de fricción para vagones trocha 1435 - Medidas
20	2-013	Zapatas de composición de bajo coeficiente de fricción para vagones trocha 1435 - Requisitos.
21	2-015	Porta zapatas para zapata de fundición de hierro y de composición de bajo coeficiente de fricción . Trocha 1435
22	2-016	Gancho de tracción para vagón trocha 1435
23	2-017	Ejes para vagones trocha 1435
24	2-018	Mangas de acople para freno de vagones trocha 1435.

CT 142: METROLOGIA

MIEMBROS P: COVENIN, UNIT, ICAITI, INEN, INTN, ITINTEC, NC
MIEMBROS O: UNI, IPQ, INDOTEC
SECRETARIA: COVENIN

ÁMBITO: Estudia las Normas Panamericanas relativas a definiciones, equipos, instrumentos, patrones y metodologías de ensayo.
El Comité promoverá y reforzará las actividades en el área metrológica en la Región.

PLAN DE TRABAJO:

1991-1992
Se propone el envío de siete (7) Proyectos de Normas COPANT:

1.- COPANT 142:1- Sistema Internacional de Unidades SI y Recomendaciones para el uso de sus múltiplos y otras unidades.
2.- COPANT 142:2- Vocabulario internacional de los términos fundamentales y generales de metrología.
3.- COPANT 142:3- Reglas para redondear valores numéricos.
4.- COPANT 142:4- Conversión de pulgadas a milímetros y viceversa.
5.- COPANT 142:5- Instrumentos de medición . Bloques patrón.
6.- COPANT 142:6- Instrumentos de medición. Relojes comparadores.
7.- COPANT 142:7- Instrumentos de medición. Tornillos micrométricos para mediciones externas.

1993
Se propone el envío de cinco (5) Proyectos de Normas COPANT
8.- COPANT 142:8- Instrumentos de pesar. Clasificación.
9.- COPANT 142:9- Medidores de agua para uso doméstico.
10.- COPANT 142:10- Instrumentos para la medición de rugosidad de superficie por el método de Perfil. Vocabulario.
11.- COPANT 142:11- Rugosidad de superficie. Parámetros, sus valores y reglas generales para especificar requerimientos.
12.- COPANT 142:12- Dibujos técnicos. Métodos de indicación de la textura de superficie en dibujos.

INFORME DE LA SECRETARIA DEL COMITÉ 1992

DOCUMENTOS EN ESTUDIO

1) El comité COPANT 142 - METROLOGÍA inició sus actividades en el año 1991, con el estudio del documento 142:1 "Sistema Internacional de Unidades SI y recomendaciones para el uso de sus múltiplos y otras unidades.
Este documento se envío como anteproyecto a discusión pública con fecha de envío 11-09-91 y fecha de vencimiento 30-12-91 no recibiéndose respuesta al mismo.
Se hizo un segundo envío con fecha 07.02.92 y fecha de vencimiento 15-06-92, recibiendo aprobación con observaciones de los miembros NC (Cuba), INTN (Paraguay), ITINTEC (Perú) e INDOTEC (Santo Domingo), las cuales fueron tomadas en cuenta.

Este documento está listo para ser enviado como proyecto a la Secretaría Ejecutiva de COPANT, para que sea sometido a la votación correspondiente. Dicho envío esta previsto para el mes de Marzo de 1993.

2) Los documentos:

142:2 "Vocabulario Internacional de los términos fundamentales y generales de metrología"
142:3 "Reglas para redondear valores numéricos"

142:4 "Conversión de pulgadas a milímetros y viceversa

se enviaron como anteproyectos a discusión pública con fecha 07-02-92 y fecha de vencimiento 15-05-92. recibiéndose aprobación con observaciones de los miembros: NC (Cuba), INTN (Paraguay), ITINTEC (Perú) e INDOTEC (Santo Domingo), las cuales fueron tomadas en cuenta.
Dichos documentos están listos para ser enviados como proyectos a la Secretaría Ejecutiva de COPANT para que sean sometidos a la votación correspondiente, dicho envío está previsto para el mes de Marzo de 1993.

3) Actualmente se encuentran en etapa de discusión pública los anteproyectos COPANT:

142:5 "Tornillos micrométricos para mediciones externas"
142:6 "Instrumentos de medición. Bloques patrón".
142:7 "Instrumentos de medición. Relojes comparadores".

Estos anteproyectos fueron enviados el 14-12-92, venciéndose el plazo de discusión pública el 14-03-93.

Se espera respuesta para continuar su estudio.

PRIMERA REUNION TECNICA DEL COMITE

El día 25 de marzo de 1993, dentro del marco del evento internacional METROLOGÍA 93 organizado por el Comité Estatal de Normalización de la República de Cuba en La Habana, se celebrará la primera reunión del Comité Técnico COPANT CT 142 Metrologia.
La agenda prevista es la discusión y análisis de las observaciones de los países a los documentos :
142:1 "Sistema Internacional de Unidades SI y recomendaciones para el uso de sus múltiplos y otras unidades.
142:2 "Vocabulario Internacional de los términos fundamentales y generales de metrología"
142:3 "Reglas para redondear valores numéricos"
142:4 "Conversión de pulgadas a milímetros y viceversa

CT 143 ACCESIBILIDAD DEL MEDIO FÍSICO

MIEMBROS P: UNIT, COVENIN, COPANIT, NC, ICONTEC, IRAM, ABNT, INN
MIEMBROS O: INEN , INTECO
SECRETARIA: UNIT

ÁMBITO: Este Comité se encargará del estudio de Normas Panamericanas COPANT relativas a símbolos, definiciones y terminología a usarse en el trabajo previsto. De igual manera se establecerán los requisitos mínimos que deben cumplir los ambientes , equipamientos y medios de transporte para que sean aptos para ser usados por todas las personas y no se constituyan en obstáculos que dificulten o impidan a las personas con discapacidad la realización en forma independiente , de actividades individuales o colectivas.

PLAN DE TRABAJO:

Para cumplir con este objetivo UNIT ha circulado entre los miembros del Comité el siguiente Plan de Trabajo ha ser desarrollado en fecha próxima:

1. Símbolos y señales
2. Espacios urbanos y rurales
2.1 Accesos - Accesos alternativos
2.2 Vías de circulación

2.2.1 Planas (fijas y móviles)
2.2.2 Rampas (fijas y móviles)
2.2.3 Escalera (fijas y móviles)
2.2.4 Ascensores
2.2.5 Cruces de peatones y vehículos
2.3 Estacionamientos
2.3.1 De transportes colectivos
2.3.2 De vehículos
2.4 Equipamiento
2.4.1 Zócalos, barandas y pasamanos
2.4.2 Servicios sanitarios y bebedores
2.4.3 Teléfonos
2.4.4 Buzones
2.4.5 Cajas de residuos
2.4.6 Bancos y mesas
2.4.7 Ornamentos
2.4.8 Vegetales
2.4.9 Señalización
3. **Edificios**
3.1 Accesos - accesos alternativos
3.2 Circulaciones
3.2.1 Planas (fijas y móviles)
3.2.2 Rampas (fijas y móviles)
3.2.3 Escaleras (fijas y móviles)
3.2.4 Ascensores
3.3 Estacionamientos
3.4 Equipamientos
3.4.1 Zócalos, barandas y pasamanos
3.4.2 Servicios sanitarios
3.4.3 Cocinas
3.4.4 Tomas eléctricas
3.4.5 Griferías
3.4.6 Herrajes
3.4.7 Mobiliarios
3.4.8 Señalización
4. **Transporte**

INFORME DE LA SECRETARIA DEL COMITÉ 1992

El presente Comité fue constituido durante el Consejo de COPANT celebrado en Santiago de Compostela atendiendo a una solicitud del Instituto Uruguayo de Normas Técnicas UNIT. Posteriormente y a efectos de conocer la situación regional se solicitó a todos los miembros de COPANT toda información nacional que poseyeran.
Del estudio de toda esta información surgió el Ámbito y el Plan de Trabajo del Comité el cual fue circulado a todos los miembros a finales de mayo de 1992.

UNIT en su carácter de Secretaría Técnica del Comité informa que en la elaboración de los Anteproyectos se ha contado con la colaboración de las siguientes organizaciones gubernamentales y no gubernamentales : Ministerio de Transporte y Obras Públicas, Ministerio de Salud Pública, Instituto para Rehabilitación para Ciegos Tiburcio Cachón, Intendencia Municipal de Montevideo, Facultad de Arquitectura, Sociedad de Arquitectos del Uruguay, Organización de Personas Impedidas del Uruguay, Taller de Integración sin barreras arquitectónicas (ISBA).

Como resultado de los trabajos de ha elaborado un anteproyecto de norma que corresponde al punto 1 del Plan (Símbolos y Señales) denominado "COPANT 143-001: Accesibilidad del medio físico. Símbolo " y otro que corresponde al punto 2 del Plan (Espacios Urbanos y Rurales) denominado "COPANT 143-002 : Accesibilidad del medio físico. Pasillos y Galerías".

Ambos anteproyectos están siendo circulados entre los miembros P y O para que se les efectúen observaciones y comentarios antes del 20 de Mayo de 1993.

CT 144 ELEMENTOS CONTRA INCENDIOS

MIEMBROS P: IRAM, ABNT, UNIT, ICONTEC, INN , COVENIN
MIEMBROS O:
SECRETARIA: IRAM

ÁMBITO:
Será circulado por IRAM en fecha próxima

PLAN DE TRABAJO:
El Plan de Trabajo será circulado por el IRAM en fecha próxima

INFORME DE LA SECRETARÍA EJECUTIVA DE COPANT

Este Comité fue reactivado en la reunión del Consejo de COPANT en 1992 a solicitud del IRAM. Hasta la fecha no se ha recibido ninguna información al respecto.

CT 145 JUGUETES

MIEMBROS P: ABNT, ICONTEC, COVENIN, ITINTEC, NC, INTECO
MIEMBROS O: UNIT
SECRETARIA: ABNT

INFORME DE LA SECRETARIA EJECUTIVA DE COPANT

LA FEDERACIÓN LATINOAMERICANA DE FABRICANTES DE JUGUETES EN NOVIEMBRE DE 1992 SE DIRIGIÓ A LA SECRETARIA EJECUTIVA DE COPANT SOLICITANDO LA CREACIÓN DE UN COMITÉ QUE ARMONIZARA LAS NORMAS EXISTENTES EN CADA UNO DE LOS PAÍSES A NIVEL DE LA REGIÓN.
HASTA LA FECHA LOS 7 INSTITUTOS ANTES SEÑALADOS HAN DADO RESPUESTA A ESTA SOLICITUD.
EL ÁMBITO Y EL PLAN DE TRABAJO SERÁ FIJADO TAN PRONTO ESTE TOTALMENTE CONSTITUIDO.

COMISIÓN DE TERMINOLOGÍA

MIEMBROS P:
MIEMBROS O:
SECRETARIA: AENOR

INFORME DE LA SECRETARIA EJECUTIVA DE COPANT

Esta Comisión creada durante el Consejo celebrado en Santiago de Compostela. AENOR fue designada como Secretaría de la misma, la cual remitió a esta Secretaría Ejecutiva el Ámbito así como el Proyecto de Plan de Trabajo a ser desarrollado por la misma.

ÁMBITO: Normalización de la terminología y vocabulario científico y técnico en castellano, tanto de carácter general como específico para cada rama técnica, a fin de armonizar las diferencias de interpretación y uso del castellano, así como favorecer las relaciones en los intercambios científicos y técnicos con los países de habla hispana

PLAN DE TRABAJO

a) Elaboración en castellano de normas de terminología y vocabulario, de carácter científico y técnico que deberán incluir las acepciones de los diferentes países de habla hispana.

b) Elaboración de un tesaurus único en castellano, en base al que existe en la actualidad que debería actualizarse, si procede. A partir de él, podrían elaborarse otros específicos para cada rama de la ciencia y tecnología.

c) Elaboración de bases de datos terminológicas que asimismo, incluyan todas las acepciones de los países de habla hispana.

d) Seguimiento y control de las actividades de ISO/TC 37, para seleccionar de su plan de trabajo aquellos temas que puedan ser de interés para la Comisión.

ISO Council Committee on consumer policy (COPOLCO)

15th meeting
Geneva, 29-30 April 1993

Working documents

ISO/COPOLCO 224 (Rev.)
March 1993

DRAFT AGENDA FOR THE 1993 COPOLCO MEETING

to be held on 29-30 April 1993 at the International Labour Office, Room IX, 4 route des Morillons, Geneva

DRAFT AGENDA	Document
1. Opening of the meeting	
2. Adoption of the agenda	ISO/COPOLCO 224 (Rev.)
3. Tabling of the minutes of the fourteenth meeting held in Helsinki (Finland) on 29-30 May 1991	ISO/COPOLCO 223
4. Secretariat's report including membership and other elements of information	ISO/COPOLCO 225
5. Revision of ISO/IEC Guides 37 *Instructions for use of products of consumer interest* and 14 *Product information for consumers*	ISO/COPOLCO 226
6. Priorities from the consumer's point of view – Report of the working group	ISO/COPOLCO 227
7. Review of the ISO and IEC technical programmes from the consumer's point of view	ISO/COPOLCO 228 + 229
8. Workshops	
8.1 *Preventing accidents and promoting safety – The role of standardization*	ISO/COPOLCO 230
Results and follow-up action	
8.2 Future workshops	ISO/COPOLCO 231
9. Activities of consumer interest within ISO and IEC	
9.1 Safety (including IEC/ACOS)	ISO/COPOLCO 232
9.2 Conformity assessment, quality assurance and certification	
9.2.1 Developments within CASCO	ISO/COPOLCO 233
9.2.2 Survey on consumer interest representation within conformity assessment bodies	ISO/COPOLCO 234
9.3 Environmental questions	ISO/COPOLCO 235
9.4 ISO 9000 Forum	ISO/COPOLCO 236
10. OECD activities related to COPOLCO work – Report by an OECD representative	ISO/COPOLCO 237
11. IOCU activities with respect to standardization – Report by an IOCU representative	ISO/COPOLCO 238

ISO Council Committee
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11. IOCU activities with respect to standardization – Report by an IOCU representative	ISO/COPOLCO 238

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12. Standardization and other related activities in Europe – Developments of consumer interest	ISO/COPOLCO 239
13. COPOLCO events in 1994 (workshop and plenary meeting)	ISO/COPOLCO 240
14. Review of the COPOLCO work programme	ISO/COPOLCO 241
15. Any other business	

ITEM 4 SECRETARIAT'S REPORT INCLUDING MEMBERSHIP AND OTHER ELEMENTS OF INFORMATION

1. COPOLCO membership

COPOLCO currently has a membership of 55 consisting of 26 P-members and 29-O-members (see annex 1).

Since the last COPOLCO meeting, changes in the membership have been as follows:

- JISC (Japan), a former O-member, has registered as a P-member;
- Brunei Darussalam, Lithuania and Mali have registered as O-members;
- GSB (Ghana) and Senegal have been dropped from ISO and are therefore no longer members.

2. COPOLCO Chairman's Group

The Chairman's Group has met on three occasions since the last COPOLCO meeting, on 22 November 1991, 5-6 May and 4 December 1992, under the Chairmanship of the COPOLCO Chairman. The present membership of the Group is given in annex 2.

At its meetings, the Group had before it a list of items for discussion, in accordance with the terms of reference adopted by COPOLCO under COPOLCO resolution 4/1990. The results of these discussions are dealt with under the relevant agenda items.

3. Consumer communiqué

The Consumer communiqué is published twice a year. Since the last COPOLCO meeting, four Communiqués have been issued: No. 25 in October 1991, No. 26 in January 1992, No. 27 in August 1992 and No. 28 in January 1993.

Each issue of the Communiqué consists of 1 000 English copies and 250 French copies of which 725 English and 104 French are circulated as follows:

– Member bodies and correspondent members	187	36
– COPOLCO members	108	28
– Standing orders subscribers	430	40

4. Selective list of International Standards of consumer interest

COPOLCO, at its last meeting, decided not to ask for a selective list of International Standards of consumer interest in 1992 and to reconsider the issue at its 1992 meeting. No COPOLCO meeting was held in 1992 and, therefore, the question is being put forward for consideration at this meeting.

COPOLCO members are informed that in 1992 the ISO Council endorsed an International Classification for Standards (ICS), having underlined that the use of one single classification for standards among member bodies would lead to the harmonization of information and ordering tools such as catalogues, selective lists, bibliographies, and databases, thus facilitating the use of standards information and promoting world-wide dissemination of international, regional and national standards and other normative documents. Certain member bodies (e.g. NSAI, Ireland) have already applied this Classification in their 1992 catalogues; some others (e.g. TSE, Turkey, and UNI, Italy) intend to do so in 1993; and AFNOR (France), DIN (Germany) and a number of other member bodies, and also the ISO Central Secretariat intend to publish their 1994 catalogues according to the ICS.

It should be noted that any future selective list of International Standards of consumer interest would have to be prepared according to the structure of the ICS.

COPOLCO ACTION

COPOLCO members are invited to comment on the above report and, in particular, to express an opinion with respect to the frequency of the publication of the selective list of International Standards of consumer interest.

ANNEX 1 to /ANNEXE 1 à
ISO/COPOLCO 225

FIFTHEENTH MEETING OF COPOLCO / QUINZIEME REUNION DU COPOLCO

The membership of COPOLCO was as follows on 15 March 1993 (26 P-members and 29 O-members)

La composition du COPOLCO au 15 mars 1993 est la suivante (26 membres (P) et 29 membres (O))

P-members/membres (P)

Australia/Australie (SAA)
Canada (SCC)
Colombia/Colombie (ICONTEC)
Denmark/Danemark (DS)
Egypt/Egypte (EOS)
Finland/Finlande (SFS)
France (AFNOR)
Germany/Allemagne (DIN)
Hungary/Hongrie (MSZH)
India/Inde (BIS)
Israel/Israël (SII)
Italy/Italie (UNI)
Japan/Japon (JISC)
Netherlands/Pays-Bas (NNI)
New Zealand/Nouvelle-Zélande (SNZ)
Norway/Norvège (NSF)
Romania/Roumanie (IRS)
Russian Federation/Fédération de Russie (GOST R)
South Africa/Afrique du Sud (SABS)
Spain/Espagne (AENOR)
Sweden/Suède (SIS)
Turkey/Turquie (TSE)
United kindgom/Royaume-Uni (BSI)
USA (ANSI)
Venezuela (COVENIN)
Yugoslavia/Yougoslavie (SZS)

O-members/membres (O)

Argentina/Argentine (IRAM)
Austria/Autriche (ON)
Belgium/Belgique (IBN)
Brunei Darussalam/Brunéi Darussalam
China/Chine (CSBTS)
Cuba (NC)
Cyprus/Chypre (CYS)
Greece/Grèce (ELOT)
Iran, Islamic Republic of/République Islamique d' (ISIRI)*
Ireland/Irlande (NSAI)
Kenya (KEBS)*
Korea, Rep. of/Corée, Rép de (KBS)
Lithuania/Lituanie
Malaysia/Malaisie (SIRIM)
Mali
Mongolia/Mongolie (MISM)
Morocco/Maroc (SNIMA)
Pakistan (PSI)
Philippines (BPS)
Poland/Pologne (PKNMiJ)
Portugal (IPQ)
Saudi Arabia/Arabie Saoudite (SASO)
Singapore/Singapour (SISIR)
Switzerland/Suisse (SNV)
Syria/Syrie (SASMO)
Tanzania/Tanzanie (TBS)
Thailand/Thaïlande (TISI)
Trinidad and Tobago/Trinité-et-Tobago (TTBS)
Tunisia/Tunisie (INNORPI)

*Suspended / Suspendu

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MEMBERSHIP / MEMBRES

Chairman / Président

Dr. S. Spivak (USA)

Members / Membres

Mr. K. Aizawa (Japan/Japon)

Mr. H.W. Bossenbroek (Germany/Allemagne)

Mrs. B. Federspiel (Denmark/Danemark)

Mr. B. Folcker (IEC/CEI)

Mr. M. Healy (United Kingdom/Royaume-Uni)

Mme A. Nicolas (France)

Mr. K. Nagy (Hungary/Hongrie)

Mr. G. Nieland er (Netherlands/Pays-Bas)

Dr. R. Olley (Canada)

Secretariat / Secrétariat

Mrs. B. Frey (ISO Central Secretariat/Secrétariat central)

ANNEX 2 to/ANNEXE 2 à
ISO/COPOLCO 225

MEMBERSHIP LIST OF THE COPOLCO CHAIRMAN'S GROUP / LISTE DES MEMBRES DU GROUPE DU PRESIDENT DU COPOLCO

Chairman / Président	Dr. S. Spivak (USA)
Members / Membres	Mr. K. Aizawa (Japan/Japon)
	Mr. H.W. Bosserhoff (Germany/Allemagne)
	Mrs. B. Federspiel (Denmark/Danemark)
	Mr. B. Folcker (IEC/CEI)
	Mr. M. Healy (United Kingdom/Royaume-Uni)
	Mme A. Nicolas (France)
	Mr. K. Nagy (Hungary/Hongrie)
	Mr. G. Nielander (Netherlands/Pays-Bas)
	Dr. R. Olley (Canada)
Secretariat/Secrétariat	Mrs. B. Frey (ISO Central Secretariat/Secrétariat central)

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ANNEX 1 to/ANNEXE 1 à
ISO/COPOLCO 226

MEMBERSHIP OF THE COPOLCO WORKING GROUP ON THE REVISION OF GUIDES 14 AND 37 / MEMBRES DU GROUPE DE TRAVAIL DU COPOLCO SUR LA REVISION DES GUIDES 14 ET 37

Chairman / Président	Mr. H.-W. Bosserhoff (Germany/Allemagne)
Members / Membres	Dr. A. Andretti (IEC/CEI)
	Mrs. L. Bast-Russo (USA)
	Mr. R. Hope (United Kindgom/Royaume-Uni)
	Dr. L. Maier (Germany/Allemagne)
	Mr. S. Pushpavanam (India/Inde)
	Mr. van der Kolk (Netherlands/Pays-Bas)
Secretariat / Secrétariat	Mrs. B. Frey (ISO Central Secretariat/Secrétariat central)

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ITEM 5 **REVISION OF ISO/IEC GUIDE 37 *INSTRUCTIONS FOR USE FOR PRODUCTS OF CONSUMER INTEREST* AND ISO/IEC GUIDE 14 *PRODUCT INFORMATION FOR CONSUMERS***

The working group set up by COPOLCO to revise ISO/IEC Guides 37 *Instructions for use for products of consumer interest* and 14 *Product information for consumers* has met once since the last COPOLCO meeting (March 1993). The membership of the working group is listed at annex 1 to this document.

1. ISO/IEC Guide 37 *Instructions for use for products of consumer interest*

A second revised version of the above guide is attached with a view to its approval by COPOLCO (ISO/IEC Guide 37 (Rev. 2). It includes the ISO and IEC comments considered by the working group at its March 1993 meeting (see also the report of the working group's Chairman attached at annex 2).

2. ISO/IEC Guide 14 *Product information for consumers*

The working group, having noted that no COPOLCO member nor any other person or party known to the group had asked for changes to the existing ISO/IEC Guide 14, decided to propose to COPOLCO that the guide be left as it stands (a copy of the guide is attached to this document).

COPOLCO ACTION

COPOLCO members are invited to:

a) consider document ISO/IEC Guide 37 (Rev. 2), as attached, with a view to its approval;

b) consider ISO/IEC Guide 14, as attached, with a view to confirming the working group's recommendation that the guide as it stands now does not need amendment.

ANNEX 2 to
ISO/COPOLCO 226
March 1993

REVISION OF ISO/IEC GUIDE 37 *INSTRUCTIONS FOR USE OF PRODUCTS OF CONSUMER INTEREST*

Report by the Chairman of the Working Group, Mr. H.-W. Bosserhoff

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At its meeting held on 2-3 March 1993, the working group had the task of dealing with comments on a Draft for a revised version of ISO/IEC Guide 37 as circulated by ISO/COPOLCO on 23 October 1992 and in parallel to the IEC membership.

From both sides we got comments and had to consider about 35 answers. Included are those which reached the COPOLCO secretariat between the target date of 20 January and the working group meeting of 2 and 3 March. Altogether, the comments represented more than 100 pages A4 format.

The comments contained basic or general comments, not only on the three questions mentioned in the circular letter, and a lot of detailed advice on very specific matters. Some were in contradiction with others on the same topic, so it was impossible to follow all proposals.

More than 95 % of the comments were very positive and constructive, and some welcomed our former work. The members of the working group were very thankful for that, and such words encouraged us to do our job to present a "final" version, which hopefully can be adopted by the plenary.

The result is circulated as document ISO/IEC Guide 37 (Rev. 2), attached.

I should like to report as follows on some general aspects:

1) The sequence of clauses and sub-clauses has been rearranged in response to several proposals according to the expected use of the guide.

2) Suggestions to give more guidance on what clauses are intended for standards writers, instructions designers, writers and assessing experts could not be followed, because the field of application is too broad and the applicability can only be decided from case to case.

3) Some proposals are directed to requirements and solutions for which references to, or quotations from, other basic documents have been included. Such comments must be conveyed to other fora. It is felt that only the work of former ISO/TAG 11, together with IEC/ACOS, should be continued.

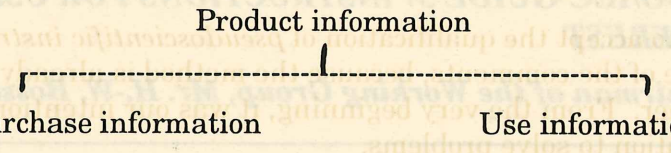
4) There were proposals to give more guidance on where to place instructions on the product, its packaging or accompanying material.

   Again, in such a broad field of products, this is not possible. Nevertheless, the text has been improved to make sure that decisions must be taken in each single case, that is, for A- and B- standards makers for relevant branches, for C-standards makers in their standards, or for technical writers in accordance with the relevant standards for the product in question.

5) Availability of information: no doubt the guide is mainly intended for specifying the information needed by users after purchase. Nevertheless, attention was drawn to the

fact that certain information is needed at the point of sale for the purchaser to make a reasonable choice.

Following a Netherlands' proposal going back to work on toys and child care products, it is proposed to distinguish between



This conflicts with ISO/IEC Guide 14, where the term *Product information* is already covered by a specific standardized kind of *purchase information.*

The comments here were very contradictory, asking for deletion on one side, and for improvement on the other side.

After serious discussions, the working group decided:

- to leave the text of former clause 11 (now 6) as it stood, so that everyone's attention is drawn into the basic needs;
- because of the fact and need that important restraints on later use should be given as *warnings*, to generalize the relevant sub-clause in the clause for warnings.

After our discussions, I checked ISO/IEC Guide 14 myself again and found indeed that this guide is only applicable for certain product groups, but , for instance, does not cover the field of product classification for later application in installation/application standards, etc., nor how to make limits of use, given by such classification.

For the time being, it is impossible to make any recommendation, whether it is possible or necessary to improve existing documents or to ask for further documentation. The field is too complex.

It is therefore proposed that the matter be further discussed.

6) The question in the circular letter, of whether to incorporate the assessment method or to make it an informative annex, was answered in a controversial way. It was not so much the feeling that the strong position of some IEC-oriented comments against the incorporation led to our later mentioned proposal, than some realistic statements, also among the comments, which supported the incorporation, which made it evident that:

- there is a need to come to an agreed basic method of assessment;
- the combined use of this guide, and especially the checklists in the appendices, with the use of the relevant chapter of B- and C-standards requires some freedom in specific applications, and
- just stressing importance to clause A. 5.2 of the informative annex (former 12.5.2), whereby it is necessary to give, for evaluation, *different weights depending on different requirements of products or product groups, which can be defined only for specific purposes*;
- together with reported experience of practical use of the method, that some (I)s and (II)s had to be deleted, and others added for different products, led to the conclusion that
- further experience needs to be gathered on the basis of this provisional method.

For these reasons:

- the working group left out limits for levels of acceptance (e.g. the 80 % value)

- proposes to transfer the former chapter 12 into an informative annex, and both annexes into appendices to this annex,
- and ask COPOLCO to find ways to promote means for gaining and reporting on practical experience with this method.

I personally refuse to accept the qualification of *pseudoscientific instructions* for the proposed method given in one of the comments, because the method is already very often used with some modifications or other. From the very beginning, it was our intention to offer not a scientific, but only a practical solution to solve problems.

What we were able to do is to offer a revised text for the guide and the annex itself. In doing so, we hope that the contents are acceptable to all experts involved.

What we were unable to do was to finish the appendices, because their final development depends on the acceptance of their contents and the rearrangement of the clauses and sub-clauses, by the introduction of references to them, and some further work to delete some, and amend others according to the new text of the guide.

We propose to entrust a small editorial group with this task, which at the same time should put the text into good English.

Before concluding, I should like to express many thanks to all members of the working group. I must especially mention two of them, because they undertook extra work, that is Mr. Robin Hope, who looked after the English language and before the last working group meeting, worked out five pages of proposals on the basis of the incoming comments, and Mr. van der Kolk, who provided very comprehensive input to the guide itself, and to solving problems with the assessment method. Outside the working group, there was excellent cooperation with Mr. Gabriel from TECOM, the Technical Writers Association, which underlines the interest shown for our work by this important professional group.

Many thanks also to the COPOLCO Chairman's Group and to the Chairman himself who gave excellent support to our work and encouraged us to fulfil our task.

DRAFT ISO/IEC GUIDE 37 *INSTRUCTIONS FOR USE OF PRODUCTS OF CONSUMER INTEREST*

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Introduction

0.1 Instructions for use are the means of conveying information to the user on how to use the product in a correct and safe manner. As means of communication, texts, words, signs, symbols, diagrams, illustrations and audible or visible information are used, separately or in combination. They may be on the product itself or its packaging or in accompanying materials, for example, leaflets, manuals, audio and video tapes, and computerized information.

0.2 A general guide cannot provide comprehensive information covering each case. This Guide, therefore, offers guidance to all interested parties in the form of general principles and detailed recommendations on the design and formulation of all types of instructions necessary or helpful to the final user of consumer products. Practical recommendations for the assessment of such instructions are included in an informative annex.

0.3 The Guide may be used in conjunction with the requirements of specific product standards, or where no such standards exist, with the relevant requirements of standards for similar products.

1 Scope

1.1 This Guide establishes the principles and gives recommendations on the design and formulation of instructions for use of products of consumer interest. It is intended for

- committees preparing standards for consumer products; and
- product designers, manufacturers, technical writers or other people engaged in the work of conceiving and drafting such instructions.

1.2 The principles and detailed recommendations in this Guide should apply in combination with the specific requirements on instructions for use laid down in standards for specific products or groups of products.

1.3 Assessment of the quality of instructions for use should follow common criteria. This Guide therefore has an informative annex containing some practical recommendations and a proposed methodology for assessment. The annex is addressed primarily to researchers and experts engaged in such assessment work; it may also be helpful to the Guide's principal target groups named in 1.1 above.

2 References

ISO 3864 : 1984, Safety colour and safety signs.
ISO 7000 : 1989, Graphical symbols for use on equipment – Index and symbols.
ISO 7001 : 1990, Public information symbols.
ISO 11683[1], Packaging – Tactile danger warnings – Requirements.

IEC 417 : 1988, Graphical symbols for use on equipment – Index, survey and compilation of the single sheets.

ISO/IEC Directives, part 2 : Methodology for the development of International Standards.

ISO/IEC Guide 14 : 1977, Product information for consumers.
ISO/IEC Guide 50 : 1987, Child safety and standards – General guidelines.
ISO/IEC Guide 51 : 1990, Guidelines for the inclusion of safety aspects in standards.
ISO/IEC Guide 52 : 1990, Glossary of fire terms and definitions.

1 to be published

3 General principles

3.1 Instructions for use are an integral part of the delivery of the product. They should also reduce the risk of damage to the product and consequent malfunction or inefficient operation.

3.2 Instructions for use should allow and promote correct use of a product and should directly help to avoid misuse which may lead to hazards. Instructions for use cannot and should not compensate for design deficiencies[2] .

3.3 Instructions should

a) clearly identify the product;

b) define, if necessary, the intended use of the product[3] ;

c) recognize the type of user, and her/his capabilities;

d) contain all information required for correct and safe use of the product;

3.4 Instructions for use should not exclude reasonably foreseeable misuse of the product, and adequate warning should be given (see ISO/IEC Guide 51: 1990, 6.4.4). In most countries the manufacturer/producer has a legal obligation to include such warnings.

3.5 Instructions for use should cover information, separately or in combination, as far as it is relevant, on

a) function and operation;

b) transport, assembly, installation;

c) cleaning, maintenance, fault diagnosis, repair; and

d) destruction/disposal of the product and/or any waste materials with due regard to safety and environmental considerations.

3.6 Instructions for use should convey important messages to the user about aspects of use related to

– the environment (for example, appropriate dosage of detergent for a washing machine, destruction/disposal of waste, recycling); and

– conservation of energy and other resources.

3.7 Attention should be drawn to the need for special protective measures, such as adult supervision or the wearing of special clothing, needed to protect users and bystanders. Dangers to particular groups such as children (see ISO/IEC Guide 50: 1987), elderly people and disabled people should be borne in mind.

3.8 If some of the instructions are directed only to a specific group of users (for example for installation, repair or certain kinds of maintenance), those instructions should be given separately and be adequately marked. In some cases they need not accompany the product (see also 7.12).

3.9 For products which have a limited safe or effective life, clear information should be provided on the year of manufacture and/or on the date of expiry.

3.10 The date of publication of the instructions for use should be given.

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2 For general principles of preferences of risk reduction, see ISO/IEC Guide 51: 1990, clause 5.

3 For definitions of intented use and reasonably foreseeable misuse, see ISO/IEC Guide 51: 1990, 3.7 and 3.8.

3.11 Instructions for use should be consistent with all other material about the same product issued by the manufacturer/producer such as advertising or packaging.

4 Clauses in standards

4.1 Standards for products of consumer interest should specify, for instance in the form of a minimum list, the matters which need to be covered in the instructions for use. This should be a separate section of the product standard, normally entitled "Instructions for use, including installation and maintenance" (for safety standards see ISO/IEC Guide 51: 1990, 6.4.6).

4.2 Where specific procedures are necessary for safe use, operation, assembly, disassembly, cleaning or maintenance of the product, or similarly for its destruction/disposal, or disposal of waste materials, they should be specified in the product standard, normally under the heading "Technical requirements" (see ISO/IEC Directives, part 2, subclause 8.3).

4.3 Where instructions for use are to be given on the product itself, they should be specified in the section dealing with marking and labelling (see ISO/IEC Guide 51: 1990, clause 5; ISO/IEC Directives, Part 2, subclause 8.2; and clauses 8 and 9 below).

5 Location and nature

5.1 Depending on one or more of the following elements:

- the risks (see ISO/IEC Guide 51: 1990, 3.2);
- environmental or similar requirements;
- the product design;
- when the information is needed by the user,

it should be decided whether the instructions for use – or parts of them, and if so which parts – are to be given in one or more of the following ways:

- on the product;
- on the packaging;
- in accompanying material.

In addition, it should be decided what means of communication should be used in each case (see 0.1).

NOTE – Placing of instructions of the product itself has clear advantages in convenience for the user. But for some products, because of their small size or their shape, or the fact that they are partially obscured from view during use, placing some or all of the instructions on packaging or in accompanying materials may be the best or only solution.

5.2 Where instructions for use are complex, it may be helpful if certain important messages are given or displayed on the product by means of short reference or reminder cards, stickers or labels.

5.3 Where safety depends to a considerable degree upon correct installation, use, maintenance, destruction or disposal, and correct methods are not self-evident from the product, the product safety standard should specify, as a minimum, a cautionary marking to draw the user's attention to the relevant part(s) of the instructions.

6 Availability of information at the point of sale

If instructions for use are necessary to make a reasoned purchasing decision amongst products, these instructions or the relevant parts of them should be readily available at the point of sale.

NOTE – Product information systems as described in ISO/IEC Guide 14: 1977 are the recommended means of providing, at the point of sale, all the information necessary for a reasoned purchasing decision. This should include matters mentioned in this Guide, such as the need for protective clothing (see 3.9) and a warning to parents on restrictions to use by children (see 8.5).

7 Advice for the design and formulation of instructions for use

7.1 General

7.1.1 Instructions for use should clearly identify the product, stating for example the model, version or type to which they apply. It should be impossible for product modifications or differences (however small) between models or between sub-groups within the same model, to lead to a mismatch between the instructions in the hands of the user and the actual product in use (see 3.10).

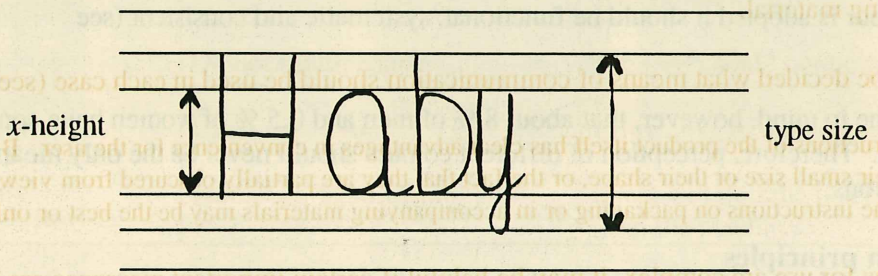
7.1.2 The user of a particular model should preferably be provided with information referring only to that model. However, if instructions for two or more models are identical, a single set of instructions is acceptable.

7.1.3 Instructions concerning optional modules or extras should be kept clearly separated from general instructions and from instructions for other modules or extras (for example, by the use of separate clauses, headings, etc.), so that users are not confused by irrelevant material.

7.2 Legibility

7.2.1 Type and size of on-product information, of printed material and of computerized information should be as clear and as large as practicable to ensure legibility.

7.2.1.1 The *x*-height (height of the lower case characters) of the type face should always be 1,5 mm or larger:



NOTES 1) In the so-called typographic point systems (Didot and Pica) the corresponding type size would be approximately 4 points [1 point ≈ 0,4 mm (Didot: 0,376mm; Pica: 0,351mm)]

2) For alphabets other than roman, the selection of print and type size should meet the same degree of legibility as that indicated above.

7.2.1.2 For continuous text in printed instructions for use (for example, leaflets, manuals), type between 3,2 mm and 5,6 mm (8 points and 14 points) should be used.

7.2.1.3 For headings in printed leaflets, manuals, etc., for on-product instructions, or for other short messages which the user needs to consult often, the type size should be about 4 mm or even larger (at the top of the 10 point to 14 point scale), depending on the reading distance.

7.2.1.4 The location of on-product instructions and the angle between their surface and the vertical plane should be such that they can be easily read and understood by users from their position(s) during use of product.

7.2.1.5 National standards may contain detailed information on more parameters relating to legibility, and especially on the relation between type size and reading distance.

7.2.2 Brightness contrast – the difference between the percentage of light reflected from the background and the percentage of light reflected from the print – should be as great as possible.

NOTES 1) The contrast should normally be at least 70 %. Good quality black print on white paper provides a contrast of about 80 %.
2) Brightness contrast can be reduced and legibility impaired by printing on both sides of insufficiently opaque paper.

Subject to the above parameters, minimum type sizes and minimum requirements on brightness contrast should be specified in product standards.

7.2.3 Instructions for safety in leaflets and manuals should have a different type face, or type size, or other means of making them conspicuous. In cases of doubt whether particular instructions are related primarily to safety or to fitness for purpose, considerations dealing with safety should be given precedence.

7.2.4 If instructions are incorporated in the material of the product itself, e.g. engraved or embossed lettering, figures or symbols on metal, glass or plastic, the advantages of such methods in durability, reduction of numbers of separate parts, etc., should be weighed against a possible disadvantage in legibility, which is generally inferior to that of good printing (see also 11.1).

7.3 Colour

7.3.1 The use of colour should be considered, in relation particularly to controls, components, etc., requiring clear and/or quick identification.

7.3.2 If the use of colour is adopted it should be functional, systematic and consistent (see ISO 3864: 1984).

7.3.3 It should be borne in mind, however, that about 8 % of men and 0,5 % of women have some form of colour-deficient vision. Therefore, perception of different colours should never be the only means for understanding instructions.

7.4 Communication principles

7.4.1 In order to achieve the best results, those responsible for the design and formulation of instructions for use should apply the communication process "FIRST READ, THEN ACT" to the likely sequence of events in use of the product. Instructions for use should follow the required procedure step by step.

NOTE – In cases where the reader of instructions needs to react quickly (for example, when using fire extinguishers), only a minimal thought process should be necessary in order to understand them.

7.4.2 Where complex operating procedures must be followed for safe and correct use of the product, the instructions should enable and encourage the user to follow a continuous learning and understanding

process. Particularly useful means of promoting this process include illustrations, tables and flow-charts (see 7.7, 7.9 and 7.10).

7.4.3 Instructions for use for a product intended to perform several different and independent functions should start with the basic or normal function and deal later with other functions.

7.4.4 The instructions for use of a product should anticipate the user's questions "WHERE? WHO? WHAT? WHEN? HOW? WHY?" and provide answers to them.

7.5 Wording and use of technical terms

7.5.1 Instructions for use should be as simple and brief as possible, and readily understandable by a lay person. Unavoidable technical terms should have their meaning explained. Information should be expressed in consistent terms and units.

7.5.2 The sequence of text in leaflets, manuals, etc., should follow the communication principles described in 7.4. Short and meaningful headings and/or marginal notes may help the user to locate the information he wants (see 7.11).

7.5.3 One sentence should normally contain only one command, or at most a small number of closely related commands. For clarity

- use the active voice of verbs rather than the passive;
- be assertive in using commands rather than weaker forms;
- use action verbs rather than abstract nouns;
- speak directly to users rather than saying what they might do.

The following examples apply in the first instance to the English language, but may also be useful pointers towards clarity in other languages.

Recommendation	Like this	Not like this
Use the active voice	Turn off power	Be sure that the power has been disconnected
Be assertive	Do not remove tabs	The tabs should not be removed
Use action verbs	Use, keep, avoid	Utilization, maintenance, avoidance
Speak directly	Pull black lever toward you	Users will pull the black lever away from the machine

7.6 Language(s)

7.6.1 Instructions for use should be given in the official language(s) of the country of sale.

NOTE – In many countries this is a legal requirement.

7.6.2 If more than one language is used, each language should be readily distinguished from other(s). It is preferable to provide separate instructions – leaflet, manual, etc. – for each language. Where this is not

practicable, instructions in each language should be clearly separated. It is preferable for each page to have texts in only one language.

7.6.3 Because of the limited space generally available, giving instructions on a product may present problems in relation to languages; especially when the country for sale has more than one official language, or it may also be impossible to know the country of sale at the time of manufacture. These problems may be solved by the use of graphical symbols (see 7.8) – provided they are clearly understandable by users – and/or by the use of numerals, with explanation of their meaning in the appropriate language(s) given in accompanying texts and/or by using certain words or abbreviations (for example, STOP, MAX./MIN.) which have become internationally acceptable.

7.6.4 Text and illustrations which need to be read and seen together should be adjacent. Where needed, illustrations should be reproduced in each language text. Captions to illustrations should be written only in the language of the adjacent text (see also 7.7.7).

7.6.5 Where instructions for use are translated from one language to others, all steps in the process, including checking and proof-reading, should be carried out by competent linguists.

7.7 Illustrations

7.7.1 Attention should be paid to quality and clarity, whether photographs, line drawings or other media are chosen.

7.7.2 Whenever appropriate, text and illustration should be used together, each supporting the other.

7.7.3 Illustrations should not be separated from the text to which they refer. If a sequence of operations is being described, text and illustrations should follow the same sequence.

7.7.4 Illustrations should be supplemented with captions providing written details, locating and identifying controls, sub-units, etc.

7.7.5 One illustration should not give more information than needed for the relevant function.

7.7.6 Illustrations or detailed part(s) of illustrations should be repeated in the relevant part(s) of instruction material(s), as needed to assist the user.

7.7.7 Subject to the recommendations in 7.6 to 7.10 inclusive, illustrations, tables or flow-charts which fold out may usefully be placed on pages of the leaflet or manual, so that they can be seen adjacent to different pages of text at different times.

7.8 Graphical symbols

7.8.1 Graphical symbols should be readily understood and unambiguous. Where graphical symbols have been standardized by ISO and IEC, they should be specified in accordance with ISO 7000, 7001 and IEC 417.

7.8.2 The instructions for use should clearly indicate and explain which of the product functions are covered by the symbols appearing on the product.

7.9 Tables

7.9.1 Information should be presented in the form of tables where this will enhance understanding. Tables should be presented adjacent to the relevant text (see also 7.7.7).

7.9.2 Tables or parts of tables should be repeated in the relevant part(s) of instruction material(s), as needed to assist the user.

7.10 Flow-charts

Where a specific sequence of operations is necessary for safe and correct use of the product, a flow-chart may be helpful to the user. Flow-charts should be presented adjacent to the text to which they belong (see also 7.7.7).

7.11 Table of contents / Index

7.11.1 When instructions for use comprise more than one page, these should be numbered. Leaflets, manuals, etc., beyond four pages should have a table of contents and/or an index.

7.11.2 When the instructions are lengthy and complex, an index of keywords presented in alphabetical order should be included and be referenced in the table of contents.

7.11.3 For complex appliances a separate list of operator controls and indicators (such as dials, gauges or lights) should be provided.

7.11.4 Headings appearing in the table of contents should be the same as those used in the text.

7.12 Fault diagnosis / Troubleshooting / Repair

If the user of the product can perform some fault diagnosis and repair without risk of harm to himself, other people or the product, the instructions leaflet/manual should provide a checklist of possible faults with appropriate diagrams, illustrations, etc., and with clear indication whether the user can attempt the repair himself, or should call a qualified person.

8 Warning notices

8.1 In accordance with the parameters of 7.2.1 to 7.234 and 7.3 respectively, warning notices should be emphasized by the use of larger and/or different print, and by the use of symbols and/or colour.

8.2 In the formulation and design of warning notices the following should be taken into account, in order to achieve maximum effectiveness:

- limit the text and/or illustration to the essential;
- make the location, content and style of the warning conspicuous;
- ensure that the user and any other people at risk see the warning, from their positions during use, and at the right time;
- explain the nature of the hazard (and, if appropriate, its causes);
- provide clear guidance on what to do and what to avoid;
- use clear language, graphical symbols and illustrations;
- remember that warnings repeated frequently and false alarms reduce the effectiveness of necessary warnings.

8.3 When alerting users, instructions shall use the following hierarchy or "signal words" (see ISO/IEC Guide 51: 1990, 6.4.8):

- DANGER – to call attention to a high risk;
- WARNING – to call attention to a medium risk;
- CAUTION – to call attention to a low risk.

8.4 Warning notices for high risks relating to products should be permanently affixed on, or attached to, the products so that the message continues to be clearly visible by users during the expected life of the product.

8.5 Warnings about hazards or restrictions on use (for example NOT SUITABLE FOR CHILDREN UNDER THE AGE OF THREE YEARS) are crucial to safety and should be given prominence at least equal to other instructions issued with the product. Such warnings should be clearly visible at the point of sale (see clause 6; and ISO/IEC Guide 50: 1987).

9 Standardized phrases and signs

Where appropriate, the use of standardized phrases, and/or safety signs or graphical symbols should be considered in order to convey important messages such as warning notices. Such phrases and signs should be specified in the relevant product standards, together with requirements for their location.

10 Visible and audible signals

10.1 Visible signals such as flashing lights and audible signals such as bleeps may both be used to inform and warn the user.

10.2 It is important that such signals

- be unambiguous;
- be emitted in time to allow the user to take action to avoid hazard or malfunction;
- can be clearly perceived and differentiated from other signals; and
- for visible signals, can be clearly seen by the user from her/his position during use.

10.3 Moreover, these signals should be so designed and located that they can be easily checked. Warning devices should be clearly described in instructions provided on, or with, the product. If appropriate, the instructions should prescribe regular checking of these devices.

10.4 Where appropriate, products standards should specify what visible or audible signals should be included in the product.

NOTE – Work in this field is currently under consideration within ISO and IEC.

11 Durability

11.1 On-product instructions should be permanent, clearly legible and understandable throughout the expected life of the product.

11.2 Instructions for use given on packaging or in materials accompanying the product (such as leaflets, manuals, etc.) should be produced in durable form; they should be designed and made to survive frequent handling by users during the expected life of the product in the environment where the product will be used.

11.3 It may be useful to mark such instructions – except those needed only for initial assembly or installation – KEEP FOR FUTURE REFERENCE. But replacement copies of all such instructions for use should be made available by the producer/manufacturer, on demand, throughout the expected life of the product.

11.4 Since packaging is often impermanent and can be destroyed in the unpacking process, the permanent placing of instructions on packaging is generally undesirable. Where the instructions are so placed, the advice to keep them for future reference should be prominent. If only a part of the packaging needs to be kept, because it contains instructions, that part should be easily detachable from the rest of the packaging.

ASSESSMENT OF INSTRUCTIONS FOR USE

A.0 Introduction

This annex is proposed for application in conjunction with the use of this Guide so that information and experience of its use in practice may be gathered.

A.1 General

Assessment of instructions for use covers instructions on the product itself, and/or its packaging, and/or in accompanying materials (e.g. leaflets, handbooks, audio and video tapes) (see 0.1). In accordance with 3.1, instructions for use should be assessed as an integral part of the delivery of the product.

A.2 Methodology

Depending upon the complexity of the product and the importance of conveying relevant information to the user in order to ensure safe and correct use, assessment may take the form of

- desk research; and/or
- interactive panel testing of the product by users.

A.3 Desk research

A.3.1 Assessment by desk research may be carried out by suitably qualified experts who have no connection with any aspect of the design, production or marketing of the product and its instructions.

A.3.2 It may be necessary for desk research to be supplemented by independent third-party checking; for example, where provision of information at the point of sale is a requirement (see clause 11), the actual situation should be investigated by or for the researcher or independent evaluator, rather than relying on any statements by the manufacturer/producer.

A.3.3 Quantitative checks may be carried out on the basis of the non-comprehensive checklist given in appendix A.

A.3.4 Qualitative checks may be carried out on the basis of the non-comprehensive checklist given in appendix B.

A.3.5 Since both checklists are non-comprehensive, they need to be supplemented and/or amended in accordance with relevant product standards, or (in the absence of such standards) in accordance with standards dealing with comparable products or functions, or in any other appropriate way.

A.4 Panel testing

A.4.1 Interactive panel testing is a means of finding out how much help the instructions for use of a product give the user, by answering any queries he may have when using it, including queries on safety and environmental aspects. It should establish the extent to which the instructions are complementary to the design and ergonomics of the product.

A.4.2 The composition of the panel should be representative of the intended and probable users of a product, taking into account

a) age;
b) sex;
c) health;
d) physical ability/handicaps;
e) left- or right--handedness;
f) education/literacy/technical expertise; and
g) previous acquaintance with or ignorance of similar products.

In many cases a panel of five people is sufficient to obtain reliable results. But if there are considerable variations within these parameters, this number needs to be increased.

A.4.3 The normal method of recording results is to require the panellists to fill in questionnaires based on the requirements in the checklists given in appendices A and B. Leaving out such items better carried out by the desk research, video and audio recording of the tests may help to establish objective ratings of the usefulness of instructions for use.

A.4.4 Each test should be supervised by a suitably qualified and independent expert (see A.3.1), who should report separately on her/his observations, especially on any problems encountered by the panellists.

A.5 Evaluation

A.5.1 In either desk or panel evaluations, or both, certain requirements may be designated "important" (I) or "very important" (II).

A.5.2 In many cases the single items to be evaluated may have different weights depending on different requirements of products or product groups, which can be defined only for specific purposes.

A.5.3 For an overall panel assessment, each member has to give a final assessment based on her/his individual experience during the test according to the five point scale (see top of appendix B).

The final evaluation of panel tests as described in A.4 should be the responsibility of the supervising expert. She/he should take into account the number and seriousness of the difficulties experienced by the panel in using the product safely and correctly, and the responses to the questionnaire. She/he may develop quantitative or statistical criteria for evaluating these results; these could include weighting of difficulties and complaints in relation to serious matters such as risk of injury or damage to the product. The evaluation of panel tests should include a narrative report by the supervising expert.

QUANTITATIVE CHECKLIST

These checks should establish whether each requirement in the checklist

a) is fulfilled/covered by the instructions being assessed (+)

b) is not fulfilled/covered by them (-)

c) is not applicable to them (0)

Import. (see. 12.5.1)	Item to be checked	Relevant para(s)	Compliance 1)	Comments/Refere
1) + = requirem. fullfilled/covered / - = not fullfilled/covered / o = not applicable				
	1. Identification			
	1.1 Brand and type designation	3.3/9.1/9.1.2		
	Up to date check	9.1.3		
(I)	1.2 Type No / Serial No subversion/model No	9.1		
	Other indentity parameters (e.g. key colours for different types)			
	1.3 Date of manufacture or expiration date or production year	3.10/3.1.2		
	1.4 Producer supplier, distributor 2) or other information	3.3/9.1		
	1.5 Address of producer/ service station with Phone-No, Fax etc.	3.9/9.11		
	1.6 Certification references			
	1.7 Country of origin			
	1.8 Other requirements of specific standard ...			
	1.9 Reference to relevant version(s), model(s) of optionalmoduls and extras (attachment/accessories)	9.1.4		
	2. Specification of the product			
(I)	2.1 Function(s) and range of application (for intended purpose)	3.3/3.5		
	- complete - minimum list of specific standard	3.3/3.5 4.1		
	2.2 Permissible operation(s), depending on safe and correct use	3.3/3.5		
(II)	- No limitation for exspectations from appearance, description, designation	3.3 (4)		
(II)	- No compensation for design deficiences	3.4		

Import. (see. 12.5.1)	Item to be checked	Relevant para(s)	Compliance 1)	Comments/Referenc
1) + = requirem. fullfilled/covered / - = not fullfilled/covered / o = not applicable				
	2.3 Dimensions-mass-capacity	3.6 4)		
	2.4 Performance data with reference to measuring methods, used standard(s)	3.6 5)		
	2.5 Optional moduls and extras (attachments and accessories)			
	2.6 Input of power, gas, water 3) detergents dosing etc.	3.6 4)/3.7 4)		
-	2.7 Consumption of energy 3) (cacc. to standard(s) .....)	3.7 5)		
	2.8 Emission(s) 2): noise, gas, waste water and other (acc. to standard(s) .....)	3.7		
	2.9 Safe disposal 2) (acc. to standard(s) .....)	3.7		
(I)	2.10 Information to parents for pre-sale information	7.5		
	3. Getting the Product Ready to Use			
	3.1 Unpacking	3.6		
	3.2 Safe disposal of packaging	3.6/3.7		
	3.3 Installation, setting up (users part only, see also 3.9)	3.6 3.9		
(I)	3.4 Connection to supply and/or other products (acc. to standard(s) .....) (users part only, see also 3.9)	3.6 3.9		
	3.5 Storage and repackaging during normal use	3.6		
	3.6 Repackaging to prevent damage in transport (e.g. transport locking)	3.6		
(I)	3.7 Information on licensed person(s), if not users part	9.11		
	3.8 Location of instruction(s) and (other) requirements of specific standard(s)	5.1 4.2		
	4. Operation instructions			
	4.1 Basic functions			
(I)	- complete for correct intended use	3.3		
(II)	- complete for safe intended use	3.3		
(I)	- complete for unforeseeable misuse (as far as reasonably foreseeable)	3.3 3.2		
(I)	- Minimum list of specific standard(s)	4.1		
	- Up to date check	9.1.3		

Import. (see. 12.5.1)	Item to be checked	Relevant para(s)	Compliance 1)	Comments/Referen
1) + = requirem. fullfilled/covered / - = not fullfilled/covered / o = not applicable				
	4.2 Complex, rare function(s) - correct use - safe intended use - safte inforeseeable use - up to date check } as 4.1 of the checklist			
	4.3 Relationship to other products	9.1.4		
	4.4 Use of optional moduls and extras (attachment/asseccories) (supplied or available where? Statement in comments)	9.1.4		
(I)	4.5 Instructions for use of protective clothing, safe guards etc. during normal operation (supplied or available where? statements in comments)	3.9		
	4.6 Quick reference instructions			
	- by reminder cards, stickers or labels	5.2		
	- by reference to handbook etc.	5.3		
	4.7 Continuous disposal instructions	3.6		
	4.8 Use of visible and/or audible signals			
	- perceived and unambigous	8		
	- recognizable	8		
	- Location of the alarms and	5.1		
	- other requirements of specific standard(s) ...			
	5. Problems with the product			
	5.1 Safety warnings/cautions	7		
(II)	- correct location - on product and/or	5/7		
	- on packaging and/or - in accompanying material	7.2		
	- If relevant visibility at the point of sale	7.5		
	- Correct use of terms	7.3		
(I)	- Use of standardized phrases	6.4		
	- Durability of warnings	7.4		
(I)	- Completeness or resp. minimum requirements in relevant specific product standard(s)	4.1/4.2		
(II)	5.2 Safety signals Effectiveness or respectively minimum requirements in relevant specific product standard(s) ...	4/8		
(II)	5.3 Information on residual risk	3.3		
(II)	5.4 Non permissible operation(s)	3.3/3.4		
	5.5 Trouble shooting chart - with user's solutions, - reference to service station or relevant expert group	9.11		
(I)	5.6 Safe disposal for end of product life	3.6		

Import. (see. 12.5.1)	Item to be checked	Relevant para(s)	Compliance 1)	Comments/Referen.
1) + = requirem. fullfilled/covered / - = not fullfilled/covered / o = not applicable				
	5.7 Environmental/hygienic aspects of using the product (accord. to specific standard(s) .....)	3.7		
	6. Maintenance, Cleaning			
(I)	6.1 Safety precautions (including safety clothing, special tools) as far as to be taken by the user	3.8		
	6.2 User orientated cleaning, care and maintenance	3.3		
	- preventive instructions (eg. lubrication)	3.3		
	- frequency of these activities, inspection plans	3.3		
	- etc. also for signals.	8.3		
-	6.3 As. 6.2, but only allowed by skilled persons, service stations and so/on	9.11		
	7. Installation and assembly (if directed to experts)	9.11		
	7.1 Separate booklet			
	7.2 Instructions for assembly of separate product parts, needed tools and other supplied or not supplied items.			
	7.3 Instruction on installation and connection to infrastructure (e.g. power, water supply)			
	7.4 Guidance of the space needed for operation and maintenance.			
(I)	7.5 Warning on inproper installation			
(I)	7.6 Safety measures to be taken for proper installation.			

2) People or party, under whose responsibily the product is delivered to a national market

3) Measured values should be stated under comments

4) Necessary for correct transport, assembly, installation

5) Necessary for operation

NOTE – If such specific evaluation schemes are not elaborated, a general check evaluation can be made by linear rating as follows:

The results of the quantitative check described in A.3.1 may be summarized by means of counting the number of (+) and (-) marks and ignoring the (0) marks.

QUALITATIVE CHECKLIST

These checks should rate the instructions being assessed in relation to each requirement in the checklist, using the following marks:

a) very good/excellent (++)

b) good (+)

c) average, just acceptable (#)

d) poor (-)

e) very poor (- -)

f) not applicable/not necessary (0)

Import. (see. 12.5.1)	Item to be checked	Relevant para(s)	Compliance with Guide *	Comment
) Assessment: ++ = very good; + = good; O = average, just acceptable; - = poor; -- = very poor unacceptabl / = not applicable, not necessary				
	1. Legibility			
	1.1 On product information(s)	6.1		
	-Type size [1], regarding reading distances of the operator [2] or person(s) concerned [2]	6.1 (d)		
	(in compliance with standard.... if nationally existing, respect. with specific product standard.....)	6.1 (e) 6.3		
	-Brightness contrast/ other assessment of visibility [3]	6.2		
	1.2 Handbooks, manuals, leaflets			
	-Type size [1] [2]	6.1 (a)		
	-Brightness contrast	6.2		
	-Skillful use of different type face/type size	6.5		
	2. Signals			
	2.1 Quantity of information optimum ←→ not enough differentiation or optimum ←→ too much signals confuse	8.1		
	2.2 Frequency of signals optimum ←→ not enough alarms or optimum ←→ too frequent	8.2		
	2.3 Explanation well explained ←→ irritating			
	2.4 Perceivability, precision of [4] the alarms.			
	3. Text and terms			
	3.1 Text/use of words			
	-Simple/ meaningful ←→ complicated	9.3 9.3.1		
	-short ←→ long	9.3.1		
	-one sentence, one command ←→ too much things mixed	9.3.2		
	-active voice ←→ passive voice	9.3.4		
	-creative ←→ tiring	9.2		

Import. (see. 12.5.1)	Item to be checked	Relevant para(s)	Compliance with Guide *	Commen
*) Assessment: ++ = very good; + = good; ◻ = average, just acceptable; - = poor; -- = very poor unacceptabl // = not applicable, not necessary				
	3.2 Terms used Well explained ⟷ irritating used consistently ⟷ alternating terms	9.3.1		
	3.3 Structure of text			
(I)	-Well structured ⟷ Confused, mixed -Structure follows Communication principles ⟷ unlogical structure	9.3.2/9.3.3		
	-structure from basic to sophisticated operations/functions			
	-meaningful separation between basic product and optional moduls			
	-meaningful headings support recognizability of the structure	9.3.2		
	-Nonsens avoided			
	3.4 Reaction on the test [5]	9.2		
	-Quick reaction, e.g. in emergency case is without irritation supported ⟷ not supported	9.2.1 9.2.4		
	-Learning process, for complex functions supported ⟷ not supported	9.2.2		
	-Explanation on "Who, What, When, How and Why" (if advisable) supported ⟷ not supported	9.2.5		
	4. Language	9.4		
	4.1 Official languages applied	9.4.1	yes/no	
(I)	4.2 Skillful use of Languages -Well separated ⟷ confusing mix -Text and illustration: clearly connected ⟷ confusing mix	9.4.2		
	-Captation to illustration clearly connected ⟷ confusing mix	9.4.3		
	-Competent ⟷ bad translation	9.4.4		
	5. Illustration	9.5		
	5.1 Location to text good ⟷ poor	9.5.1		
	5.2 Information by one picture optimum ⟷ too much or optimum ⟷ not enough	9.5.3		
	- Repetion by more detailed illustrations excellent ⟷ poor			

Import. (see. 12.5.1)	Item to be checked	Relevant para(s)	Compliance with Guide *	Commen
*) Assessment: ++ = very good; + = good; □ = average, just acceptable; - = poor; -- = very poor unacceptabl / = not applicable, not necessary				
(I)	6. Graphic symbols - Standardized symbols are used Correctly/complete ly ⟷ poor - are explained good ⟷ poor - If standardized symbols are not available, the symbols used are unterstandable clear ⟷ with difficulties	9.6		
	7. Tables 7.1 Location to text good ⟷ poor 7.2 Information by one table optimum ⟷ too much or optimum ⟷ not enough - Repetion by more detailed tables excellent ⟷ poor	9.7		
	8. Flow-charts - well understandable ⟷ too complicated - adjacent to the text good ⟷ poor			
	9. Use of colours - Clear ⟷ Confusing - Consistent ⟷ not consistent	9.9 9.9.1 9.9.2		
	10. Table of contents - complete ⟷ not complete - index of keywords (if helpful) complete ⟷ not complete - terms consistent ⟷ not consistent with headings of text	9.10 9.10.2 9.10.4		
	11. Trouble shooting advise Restricted to user's skill ⟷ may support more trouble or create risk	9.10		
	12. Durability - good ⟷ poor - means and place for storage good ⟷ means and place for storage bad	10.1/10.2		
	13. Any other assessment/ recommendation 13.1 with regard to relevant specific product standards [6]			

Import. (see. 12.5.1)	Item to be checked	Relevant para(s)	Compliance with Guide *	Commen

*) Assessment: ++ = very good; + = good; O = average, just acceptable; - = poor; -- = very poor unacceptabl
// = not applicable, not necessary

	13.2 Any other [6]			

1) Type size smaller than 1,5 mm x-height only be assessed (-) or (--)

2) If on product information(s) are given on more than one point, separately to be assessed and on separate sheet reported

3) Less than 70 % lead to (-) or (--) Reflectometer may be used.

4) Repetion test on the machine

5) May also be evaluated by Interaction Panel Test (see para 12.4 of the Guide)

6) to be specified in separate sheets and assessed accordingly

NOTE – If such specific evaluation schemes are not elaborated, a general check evaluation can be made by linear rating as follows:

The results of the qualitative check described in A.3.2 may also be summarized by counting the numbers of (++) (+) and (- -) (-) marks and ignoring the (0) and (#) marks. The instructions for use meet this test if there are more (+) marks than (-) marks.

GUIDE 14

First edition — 1977-03-01

Product information for consumers

UDC 006.063 : 659.23/.24

Ref. No. ISO/IEC GUIDE 14-1977 (E)

Descriptors : consumers' information, certification, marking, comparative tests.

Price based on 2 pages

FOREWORD

ISO/IEC Guide 14 has been drawn up by a joint ISO/IEC group. The document secured the necessary support of the IEC national committees and ISO member bodies, and was subsequently accepted by the IEC Council in May 1976 and by the ISO Council in September 1976.

This Guide cancels recommendation ISO/R 436.

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International Electrotechnical Commission

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GUIDE 14-1977 (E)

Product information for consumers

0 INTRODUCTION

This guide is one of a series dealing with various aspects of consumer information, including comparative testing and marks of conformity with standards.

1 SCOPE

This guide establishes certain basic principles for the functioning of a system of product information for consumers.

It concerns those cases where the information is based in general on standards approved or recognized by ISO, IEC, or the national standards body.

2 DEFINITIONS

2.1 product information for consumers : A system aimed at giving the consumer objective information which will enable him to make a reasoned choice amongst products on the basis of their essential characteristics.

NOTE – The product information is intended to enable the consumer to compare products of the same kind, where they are offered, on the basis of objective, verifiable data. This information can take the form of a label or be introduced into the documents which are available for the consumer; in the latter case it must be presented in a clearly distinguishable and separate section which can be differentiated from all other information given in these documents.

2.2 product information body : A duly constituted body responsible for the surveillance and management of a product information system according to the rules of this system.

2.3 licensee : Any person, company or body to which is granted, according to the provisions of a product information system, the right to present the information for the products of its manufacture under the system.

3 PRINCIPLES

3.1 Use of reference to standards

It is recommended that, whenever information of a technical nature relating to the characteristics of a product is made known to the public through product information for consumers, and except where there are official national legislation or regulations applying to certain products, the definitions of these characteristics and the method of verifying such information should be based as far as possible on ISO and IEC standards, or on national standards harmonized with them.

If such standards are not available, non-harmonized national standards should be used.

3.2 General rules of product information systems

It is recommended that such rules should :

3.2.1 indicate precisely the respective rights and duties of the product information body and of the licensee;

3.2.2 require the licensee to declare, under his own responsibility, that the product complies with the national legislation or regulations in force including the appropriate safety requirements;

3.2.3 provide for possible periodical revision of the content of the information provided in the light of experience and having regard to the consumers' views and the development of technology;

3.2.4 be published and disseminated as widely as possible;

3.2.5 take into consideration, depending upon the laws and regulations in force, the conditions in which users' claims may be deemed admissible together with the procedure for settling them.

3.3 Specific rules for individual types of products

It is recommended that such rules should :

3.3.1 define the conditions for issuing and using the product information, including the procedure for verification that the data indicated correspond to the true data concerning the product, and the relevant system of sanctions (warning, suspension, penalty, etc.);

3.3.2 list those characteristics of the product which are considered to be of special importance to the consumer. The characteristics should be stated in such a way that the consumer can understand them;

3.3.3 specify the relevant methods of test or measurement by reference to the standards, when they exist; if they do not exist, the methods used should correspond to generally accepted practice. The tests defined by these methods should be reproducible and make it possible to check, over a period of time, the essential characteristics mentioned in 3.3.2. These methods must be accessible to all interested parties;

3.3.4 establish, in the conditions laid down in 3.3.2, a terminology and, if necessary, a defined system of symbols – in conformity with standards where they exist – associating the words and symbols used with the results of tests or measurements effected according to the methods mentioned in 3.3.3;

3.3.5 define the format of the information, including its layout and content. The characteristics listed in 3.3.2 should be taken into account as well as the terminology and system of symbols referred to in 3.3.4. In addition to these items, there may be instructions for use and care of the products and, if applicable, indication of any hazard they may present.





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ISO/COPOLCO 227
March 1993

ITEM 6 PRIORITIES FROM THE CONSUMER'S POINT OF VIEW – REPORT OF THE WORKING GROUP

1. Background

A working group was set up following the last COPOLCO plenary meeting in 1991 with a remit to update the previous priorities exercise adopted by COPOLCO in 1988. Membership of the Group is listed at annex 1.

That previous exercise was distilled into two lists:

a) Criteria for setting priorities

b) A list of products or product categories which had been established as priorities from a consumer viewpoint.

In COPOLCO resolution 6/1989, COPOLCO delegations were encouraged to be prepared to report at each meeting on any matters arising from the steps they will take, at national level, to promote action on priority items and to communicate these priorities directly to technical committee secretariats with which their national institutes are entrusted.

2. The working group approach

The specific tasks given to the Group were:

a) To review the existing criteria for setting priorities and make proposals for any change;

b) To review the priorities list and put forward a new proposed list of priority items in the light of proposed new criteria.

At the first Group's meeting, it became clear that a broader approach to the task was likely to be required, in order to give more precision and point to the priorities previously adopted and also properly to reflect quite fundamental changes in thinking which have apparently taken place in many member countries about the areas of standardization which are of interest to consumers. In the light of resolution 6/1989, it also appeared desirable to address the question of effective implementation.

These considerations have raised a series of questions which could affect the scope of COPOLCO's work and the processes by which it achieves its goals. This report attempts to take account of some, if not all, of those questions, whilst acknowledging that the position has become much more complex that it was, even in 1987, when perceived needs could be met just by drawing up a more fairly simple list of criteria and product priorities.

3. Driving forces

Among the driving forces – not necessarily related to each other – which the Group thought might be contributing to these changes of attitude and to the potentially widened scope of International Standards making are:

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3. Driving forces

Among the driving forces – not necessarily related to each other – which the Group thought might be contributing to these changes of attitude and to the potentially widened scope of International Standards making are:

- increased international environmental concerns (of which the ISO/IEC SAGE initiative is an outcome);
- increased globalization of trade, with important new players entering world markets;
- new economic configurations, like an enlarged European Community and the North American Free Trade Area leading to pressures for harmonization beyond national frontiers;
- pressure internationally and from regional standards organizations like CEN and CENELEC for more and speedier standardization;
- increasing international interest in total quality management, quality assurance and the applications of ISO 9000; and the extension of that interest to service provision as well as to manufacturing;
- consumer interest in the quality of service provision internationally, arising not least from the tremendous increase in international travel and tourism;
- increased consumer desire for product durability, both because of recession and of environmental concerns, the consuming society becomes the conserving society;
- ageing populations, in the western world at least, which can change product and service emphasis in many countries;
- increasing expenditure, in many countries, on healthcare.

4. Criteria for setting priorities

The Working Group examined the existing list of *Criteria for setting priorities* and has not proposed substantial change. *Safety and Health* remains the principal consideration and no new broad headings are recommended, but it is recommended that *Protection of the environment* becomes **b)** and *Fitness for purpose* **c)**. It was felt that the criteria sub-heads as revised could, by and large, be applied to services as well as products.

A number of changes and additions are recommended under the broad heads, to the sub-heads. The list of proposed revised criteria is attached at annex 2.

In making these recommendations, it was recognized that:

- it was not always easy to decide in which category particular detailed considerations belong;
- too much repetition of criteria in the different categories was undesirable;
- it was not always easy to draw lines, however desirable theoretically, between ends and means. Thus informative labelling is a means of achieving greater energy conservation, but the greater provision of such labelling is a desirable intermediate end in itself;
- safety, health and environmental considerations should not be so overriding that a product is made inefficient in use and unfit for its purpose.

5. Priorities from the consumer's point of view

It was the list of priorities itself which raised the most questions and the most difficulties in terms of both content and approach. Among the considerations were:

- Product standards in themselves are becoming only the first stage of a continuing process in product marketing and development, which also involves conformity assessment and the quality assurance of production systems the application of which

in turn can lead to product enhancement and an upgrading in quality, to the ultimate consumer's advantage.

- How the consumer interest can best be involved in the development, application and integration of international quality and environmental standards (such as environmental management systems, life-cycle assessment, environmental auditing and risk analysis) needs to be considered by COPOLCO beyond this paper.
- The desirability of encouraging a "horizontal" rather than a "vertical" approach to standardization. This begins by setting common principles for a broad group of products and then cascades downwards from those, with such differentiated standards as are ultimately required for individual products – (cf. standardization in support of the EC's New Approach Directives).
- The "horizontal" approach might make more sense of the present broad priorities listed. As things stand, however, the list is too broad to really represent a list of priorities which consumer interests could promote through COPOLCO, IOCU and national bodies. To serve that purpose, the list needs to be short and, as compared with the present one, narrowly product-precise. Not only would promotion be easier, but also the regular cleansing of the list.
- Brevity and precision are also important if the concept of a single, international list is to be retained. Otherwise, divergent priorities might need to be set as between regions, the developed and less developed world and so on. This is, of course, an alternative strategy, bearing in mind different consumer priorities in various parts of the world. But we must not, at the same time, lose sight of COPOLCO's concern with **International** Standards.
- The desirability of establishing International Standards for a whole range of services used internationally, whether because equipment employed tends to be internationally traded (e.g. bank letter machines) or because of the presence of multinational corporations providing the service or because of the sharp increase in long-distance travel and tourism, with new pressures for International Standard practices (e.g. hotel fire safety, car hire contracts, symbols for tourist safety on beaches and elsewhere, safety of ski-lifts, etc.) or because environmental questions cross frontiers.

Whatever the longer term might hold, the Working Group saw its immediate need as being to draw up a short list of very specific priority targets. But it did not feel competent to do this itself. Instead it was agreed a way forward would be to circulate COPOLCO members and invite them to list ten priority products. The COPOLCO Chairman's Group gave its consent to such an approach and the relevant letter was sent to COPOLCO members on 18 February for reply by 31 March 1993 (attached at annex 3).

Because of the interest in services shown in the Working Group, a second list was also circulated which invites respondents to indicate which, if any, of the service categories listed merit targeting by COPOLCO.

The lists which result will be submitted as the final section of this paper at the COPOLCO plenary meeting.

6. Further action

The Working Group regards the action so far recommended as only the first stage.

a) To take this work forward, it recommends the setting up of a separate standing group to supervise and regularly review the priorities exercise. Detailed consideration and

updating is probably inappropriate and impractical in a COPOLCO plenary meeting. The presence of a smaller group would allow:

- Regular checks on the progress of priority items
- Cleansing of the short list as standards are completed, allowing for the substitution of new items
- Refining the means of finding out members' priorities
- Addressing the implication of different stages of development in member countries
- Tackling the question of service standards
- Establishing and promoting the need for new standards not included in the ISO/IEC programmes
- Looking at the broader issues raised in this report and judging their implications for priority setting
- Adjusting to changing perspectives.

b) At the same time, COPOLCO should encourage members to work for the inclusion of consumer representatives in national delegations to the priority TCs in ISO and IEC and to work with IOCU to ensure that consumer "observers" are also in place in the most significant TCs.

c) It is recommended that COPOLCO should, as part of the priority exercise, also call for regular reports from national delegations and IOCU on progress being made in these regards, in line with resolution 6/1989.

COPOLCO ACTION

COPOLCO members are invited to:

a) consider the list of proposed revised criteria for setting priorities set out in annex 1, with a view to its adoption;

b) consider the lists of priorities regarding products and services, to be submitted at the meeting, with respect to their adoption;

c) consider the recommendations of the working group under 6. above with a view to taking the appropriate action.

ANNEX 1 to/ANNEXE 1 à
ISO/COPOLCO 227

MEMBERSHIP OF THE COPOLCO WORKING GROUP ON PRIORITIES / MEMBRES DU GROUPE DE TRAVAIL DU COPOLCO SUR LES PRIORITES

Chairman / Président Ms. J. Blow (BSI, United Kingdom/Royaume-Uni)

Members / Membres Mr. A.R. Banerjee (BIS, India/Inde) (by correspondence/par correspondence)
Mrs. B. Brown (SCC, Canada)
Mr. G. Cornelissen (DIN, Germany/Allemagne)
Mrs. G. Hellman (IOCU)
Mrs. H. Janhonen (SFS, Finland/Finlande)
Mme A. Nicolas (AFNOR, France)
Mr. G. Nielander (NNI, Netherlands/Pays-Bas)

Secretariat / Secrétariat Mrs. B. Frey (ISO Central Secretariat/Secrétariat central)

yg/CS930620.010

ANNEX 2 to
ISO/COPOLCO 227

PROPOSED REVISED CRITERIA FOR SETTING PRIORITIES

COPOLCO has adopted the following criteria for setting priorities for standards work of consumer interest, which it applies for establishing, from the consumer's point of view, a list of priority items for international standardization. Safety and heath are normally to be taken as the primary considerations in setting priorities. Injury data collection and hazard identification are keys to priority setting. Whilst standards are themselves voluntary, they are increasingly being called up to support legislation, notably in the European context.

a) Safety and health

Related to

- Electricity
- Medical and physical hazards
- Radiation
- Fire hazard
- Installation and maintenance
- Strength and toxicity of materials
- Instructions for use/labelling
- Disposal
- Provision for the disabled and other vulnerable consumers (e.g. older adults, children)

NOTE – Injury data collection is of great value in providing evidence to give substance to these criteria.

b) Protection of the environment

- Eco, environment and energy labelling requirements
- Disposal of product, waste and packaging
- Resource conservation
  - Raw materials conservation
  - Energy conservation
- Noise abatement
- Pollution – air and water
- Electromagnetic compatibility
- Life-cycle analysis
- Environment management systems

c) Fitness for purpose

- Technical efficiency
- Reliability
- Durability
- Convenience in use
- Ergonomics and anthropometrics, including impact of increasing age on mental and physical capabilities
- Energy consumption
- Instruction for use/information
- Privacy of personal data

ISO Central Secretariat

our date
1993-02-18

ANNEX 3 to
ISO/COPOLCO 225

our reference
ISO/COPOLCO

PROPOSED REVISED CRITERIA FOR SETTING PRIORITIES

TO THE COPOLCO MEMBERS

Dear Sir or Madam,

Priorities from the consumer's viewpoint

The COPOLCO Working Group on Priorities has been examining the present COPOLCO priority lists and has reached two conclusions:

- The product categories as presently described are in many cases very broad. This makes it difficult to set specific priorities in a real sense and so reduces both the value of the exercise in itself and the incentive to monitor closely the achievement of targets.
- In the years since the list of priorities was drawn up, the scope of standards making has extended and with it the range of consumer interests. In particular, much attention is now being given to quality assessment systems, to the environment and to the provision of services.

This circular aims to involve you in the refinement and updating of the list. The attached lists cover under A products and under B services.

You are invited:

a) to indicate ten specific product items for standardization from the broad categories listed in list A as COPOLCO priorities, and

b) to indicate the items in list B which you regard as priorities. In this case, you may indicate less than ten items or broad categories.

In the case of both list A and B, you may include in your own priority list items not covered by listed categories.

To help you a little, a suggested flowchart is attached at annex. It is perhaps worth reminding members that we are talking about priorities for international standardization.

You are kindly requested to send your reply to the COPOLCO secretariat by 31 March 1993. A report analysing the replies received will then be prepared in time for consideration at the meeting.

Thanking you in advance for observing the target date,

Yours faithfully,

Béatrice Frey
Secretary of COPOLCO

Enclosures

BF/yg: CS9.3/0.00/1

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ISO Central Secretariat

our date
1993-02-18

ANNEX 3 to
ISO/COPOLCO 225

our reference
ISO/COPOLCO

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b) to indicate the items in list **B** which you regard as priorities. In this case, you may indicate less than ten items or broad categories.

In the case of both list **A** and **B**, you may include in your own priority list items not covered by listed categories.

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Yours faithfully,

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Secretary of COPOLCO

Enclosures

BF/yg/ CS930470.004

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CONSUMER PRIORITIES

February 1993

CONSUMER PRIORITIES

List A – Products

This list is based on the original priority list prepared by COPOLCO, but amended by the Working Group on Priorities. The list is arranged in alphabetical order.

Bicycles

Child resistant devices

Contraceptive devices

Equipment for people with disabilities

Fireworks

Furniture (including upholstered furniture and beds)

Garden equipment

Hand-held motor operated tools, including do-it-yourself equipment

Healthcare technology, including home-use medical devices

Large powered domestic appliances

Plastics materials (definitions and symbols)

Playground equipment (public and residential)

Protective clothing and equipment (for hobbies and sports)

Radio communication (safety)

Small electronic and electrical domestic appliances

Small leisure craft

Sports equipment

Supermarket trolleys

Textiles (flammability)

Toys

Vehicles[1]

[1] United Nations Economic Commission for Europe (ECE) undertakes much of the world-wide standardization of motor vehicles.

February 1993

CONSUMER PRIORITIES

List B – Services

This list is a new list which is a first effort to take account of consumer concern with quality systems, the environment and public and privately delivered services generally. This list is in no particular order.

Environmental management systems

ECO, environmental and energy labelling

TQM (Total Quality Management)

Hospital services

Medical (other than hospital) services

Educational services

Banking services

Public transport

Insurance services

Telecommunications services

Electro-magnetic compatibility

Public information symbols

Man-machine interface in service provision

Data protection and privacy

Food safety

Domestic electrical safety

Noise abatement

Air and water quality

Waste disposal

Recycling

Contract to hire

ANNEX

HOW TO CHOOSE COPOLCO PRIORITY PROJECTS (SUGGESTED FLOWCHART)

February 1993

START HERE

IS THE PROJECT OF INTEREST TO CONSUMERS?

NO → NOT A COPOLCO PROJECT

YES

IS IT TRADED INTER-NATIONALLY?

NO → NATIONAL/ REGIONAL PROJECT

YES

IS THE ISO STANDARD SATISFACTORY?

YES → NO ACTION NEEDED

NO

IS IT ACCEPTED INTO ISO PROGRAMME?

NO → COPOLCO PROPOSAL NEEDED

YES

DOES IT AFFECT LOTS OF PEOPLE?

NO → NOT A COPOLCO PRIORITY

YES

IS THERE A LARGE COST TO CONSUMERS?

NO → NOT A COPOLCO PRIORITY

YES

DOES IT MEET ALL COPOLCO CRITERIA?

NO → NOT A COPOLCO PRIORITY

YES

IS IT A TECHNICAL PROJECT?

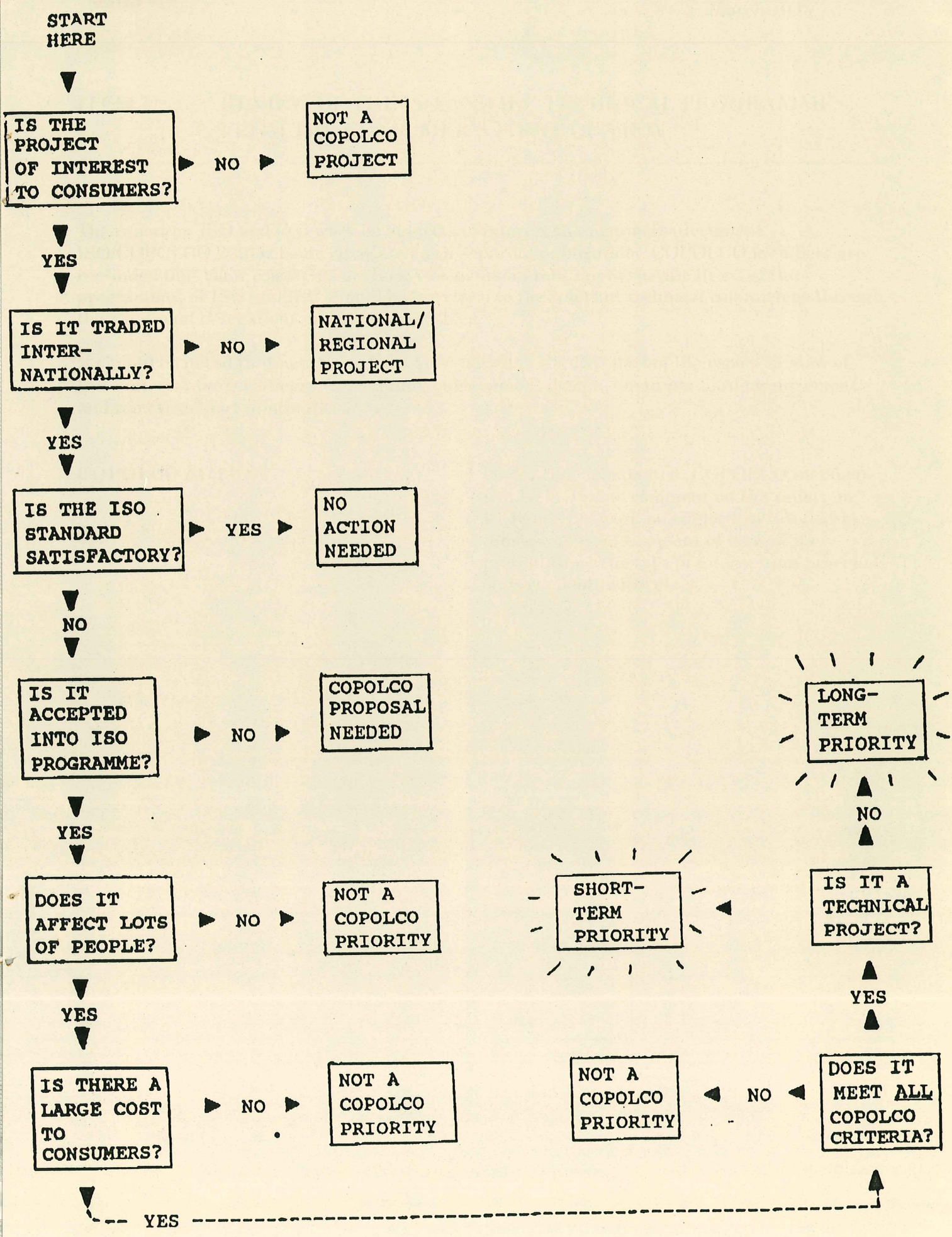
SHORT-TERM PRIORITY

NO

LONG-TERM PRIORITY

ANNEX

HOW TO CHOOSE COPOLCO PRIORITY PROJECTS (SUGGESTED FLOWCHART)



ISO/COPOLCO 228
March 1993

ITEM 7 REVIEW OF THE ISO AND IEC TECHNICAL PROGRAMMES
FROM THE CONSUMER'S POINT OF VIEW

Under this agenda item COPOLCO members will be invited to comment on the report on ISO and IEC work on subjects of interest to consumers from the point of view of its presentation, the type of information provided, subjects dealt with, etc.

ITEM 7 REVIEW OF THE ISO AND IEC TECHNICAL PROGRAMMES FROM THE CONSUMER'S POINT OF VIEW

The report on ISO and IEC work on subjects of interest to consumers (document ISO/COPOLCO 229) is being circulated as a separate publication. COPOLCO members are reminded that their comments or those of consumers relating to specific items of the programmes of ISO and IEC should be conveyed to the relevant technical committees through their national delegations on those committees.

It should be noted that new fields have been added to the ISO part of the report in view of their interest for consumers, i.e. building environment design, environmental management and road transport informatics.

COPOLCO ACTION

Under this agenda item COPOLCO members will be invited to comment on the report on ISO and IEC work on subjects of interest to consumers from the point of view of its presentation, the type of information provided, subjects dealt with, etc.

ISO/COPOLCO 230
March 1993

WORKSHOPS

ITEM 8.1 1992 COPOLCO/DEVCO WORKSHOP *PREVENTING ACCIDENTS AND PROMOTING SAFETY – THE RÔLE OF STANDARDIZATION* – RESULTS AND FOLLOW-UP ACTION

The joint COPOLCO/DEVCO workshop devoted to the theme *Preventing accidents and promoting safety – The role of standardization,* which is of particular concern to consumers in developing countries, will take place immediately after the DEVCO meeting and before the COPOLCO plenary meeting.

The final programme for the workshop is attached at annex. It was circulated at the beginning of March 1993 in final form to the COPOLCO and DEVCO members and, for information, to the other member bodies and correspondent members.

COPOLCO ACTION

Under this agenda item, COPOLCO members will be invited to make an assessment of the workshop in the form of conclusions and recommendations for appropriate follow-up action.

ANNEX to
ISO/COPOLCO 230
ISO/COPOLCO 230
March 1993

1992 COPOLCO/DEVCO WORKSHOP PREVENTING ACCIDENTS AND PROMOTING SAFETY – THE RÔLE OF STANDARDIZATION – RESULTS AND FOLLOW-UP ACTION

The joint COPOLCO/DEVCO workshop devoted to the theme *Preventing accidents and promoting safety – The role of standardization*, which is of particular concern to consumers in developing countries, will take place immediately after the DEVCO meeting and before the COPOLCO plenary meeting.

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COPOLCO ACTION

Under this agenda item, COPOLCO members will be invited to make an assessment of the workshop in the form of conclusions and recommendations for appropriate follow-up action.

Preventing accidents and promoting safety

The role of standardization

Geneva, 28 April 1993

The workshop will take place at the
International Labour Office (ILO)
4 route des Morillons, Geneva

PROGRAMME

Chairmen of the workshop:

Mr. R. Navarrete, DEVCO Chairman
Dr. S. Spivak, COPOLCO Chairman

09:00 **Welcoming address**

Dr. L.D. Eicher
ISO Secretary-General

09:10 **General introduction**
including the aims of the workshop

Mr. R. Navarrete
DEVCO Chairman

Dr. S. Spivak
COPOLCO Chairman

Safety – Where do we stand?

09:30 • Basic concepts of safety

Mrs. R. Loosli-Surrans
Secretary-General, Consumer Safety Commission, France

09:50 • Hazards based (horizontal) approach
• Risk analysis

Mr. P. Makin
Chairman of ISO/TC 199, *Safety of machinery*

10:15 Coffee/tea break

10:45 **Consumer views and expectations**
Perspectives from different levels of national development

Prof. M. Shah
Consumer Education and Research Centre, India

Dr. I. Geri
Technical Director, Commercial Quality Control Institute, Hungary

Mrs. V. Tiili
Director General, National Consumer Administration, Finland

11:45 **Panel Discussion**

12:45 Lunch

14:15 **Safety in practice**

• Electrical tools and appliances

Speaker's name to be announced later

• Toys and children's furniture

Mrs. A. Smith
Senior Project Controller, Consumers' Association, United Kingdom

• Fire and explosions – A case study

Mr. M. Hugi
Head, Household, garden and leisure department, Swiss Accident Prevention Bureau

• Toxic materials

Dr. K. Tsimillis
Standards Officer, Cyprus Organization for Standards and Quality Control (CYS)

15:30 Coffee/tea break

16:00 **Discussion**

17:00 **Summary and conclusions**

17:30 **Closure of the workshop**

ANNEX to
ISO/COPOLCO 230

ISO/COPOLCO 231
March 1993

WORKSHOPS

ITEM 8.2 FUTURE WORKSHOPS

Since its inception in 1978, COPOLCO has always regarded it as important to organize a workshop each year on a particular theme in association with the plenary meeting. This provides a yearly opportunity for addressing a subject of particular concern to consumers, for establishing where technical developments have taken place and which point standardization has reached in the field concerned, and to identify areas where further standards work is needed at international level in the public interest. The main advantage of these workshops is that they give consumers an opportunity to express their views on the subject before a wide international audience.

(The list of previous workshops is attached at annex 1 and proposals for future workshops put forward at previous COPOLCO meetings are given at annex 2.)

Over the past years, it has been increasingly difficult, reaching a climax for this year's workshop, to find speakers for the various parts of the workshop's programme owing to lack of financial means for travel and accommodation (it is recalled that, according to ISO policy, member bodies arrange for the financing of such participation and that the Central Secretariat budget contains no provision for meeting expenses of this nature).

In the face of these difficulties which have become really serious (most probably because of the financial restrictions faced by certain ISO members) and have involved an undue amount of time taken just for that purpose, COPOLCO members are invited to give thought to whether another formula could be applied, for instance finding speakers amongst the formal delegates to the COPOLCO plenary meeting (as CASCO is doing this year) which would mean that there would not be workshops as such, but that half a day of a COPOLCO plenary meeting could be devoted to a special subject of consumer interest. Another possibility would be to organize workshops only once every two or three years.

NOTE – The above difficulties are encountered with ISO members in developed countries as well as developing countries.

COPOLCO ACTION

COPOLCO members are kindly invited to comment on the above and give thought to means for solving the above problem regarding future workshops.

ANNEX 1 to
ISO/COPOLCO 231

LIST OF COPOLCO WORKSHOPS 1979-1993

- 1979 *Product safety*, Geneva
- 1980 *Consumer information*, Tel Aviv
- 1981 *Pakaging and the consumer*, Paris
- 1982 *Energy conservation and the consumer: The role of standardization*, Geneva
- 1983 *Standards and child safety*, Copenhagen
- 1984 *Certification and the consumer: Present systems and future trends*, Geneva
- 1985 *Sports – more fun, less risk: A challenge for international standardization*, Berlin (DIN)
- 1986 *The car and the consumer– The impact of standards*, Göteborg
- 1987 *Burning issues – Towards greater public consumer needs*, Toronto
- 1988 *Quality in the market place – meeting concuer needs*, Geneva
- 1989 *Good safe food – How can standards help?*, Ankara
- 1990 *World standards: A good bargain for consumer*, Florida
- 1991 *Consumer needs in environmental labelling and product assessment*, Helsinki
- 1993 *Preventing accidents and promoting safety – The role of standardization*, Geneva

ANNEX 2 to
ISO/COPOLCO 231

PROPOSALS FOR FUTURE WORKSHOPS PUT FORWARD AT PREVIOUS COPOLCO MEETINGS

- Consumers and information technology (1994)
- Information (including graphical symbols, labelling)
- Electricity and the consumer
- Standardization, services and the consumer
- Accidents in the home
- Standards and product liability
- Healthcare in developing countries

ACTIVITIES OF CONSUMER INTEREST WITHIN ISO AND IEC

ITEM 9.1 SAFETY (INCLUDING IEC/ACOS)

1. Developments within ISO

The Technical Board, at its meeting in March 1992, decided to disband the Technical Advisory Group on Safety (ISO/TAG 11) since the latter had no immediate new task in its programme of work. The COPOLCO Chairman's Group, at its meeting held in May 1992, expressed its regrets for the disbandment of TAG 11 and invited its Chairman to send a letter on its behalf to the Secretary-General to the effect that safety of machinery (field covered by the newly established ISO/TC 199) was too restrictive and it was hoped that ISO could have some kind of forum where safety aspects could be discussed horizontally, in collaboration also with IEC (a copy of the relevant letter is attached at annex 1). The letter was brought to the attention of the Technical Board and the reply of theTechnical Board Secretary to the COPOLCO Chairman is attached at annex 2.

In the context of safety, it should be noted that the COPOLCO Chairman's Group, at its May 1992 meeting, expressed the wish that, following the usual ISO procedure, consumer interests in the work of ISO/TC 199 *Safety of machinery* be represented through a liaison between IOCU and the technical committee. As a follow-up, Mr. Bosserhoff was appointed as the IOCU representative and, in that capacity, represented IOCU at the ISO/TC 199 plenary meeting held in Berlin in February 1993.

2. Developments within IEC

Since the last COPOLCO meeting, the IEC Advisory Committee on Safety (IEC/ACOS) has held two meetings in Geneva (July 1992 and February1993).

The Chairman of ACOS, Mr. B. Folcker, will give a progress report at the meeting on the activities of ACOS.

Also, the IEC/ACOS and the IEC/ACEC (Advisory Committee on Electromagnetic Compatibility) have been asked to look into the matter of the effects of electromagnetic fields on human beings, because of recent research work showing a possible correlation between such fields and certain forms of cancer, a subject which has an immediate bearing on the public at large. Additional information will be given orally at the meeting.

COPOLCO ACTION

COPOLCO is invited to comment on the above report, including the report to be presented by the ACOS Chairman at the meeting.



Dear Mr. Secretary-General,

Re: Request for a continued ISO coordinating activity on safety issues, in cooperation with IEC/ACOS

At our recent meeting of the COPOLCO chairman's advisory group, there was considerable reservation expressed over the disbanding of ISO/TAG 11 on Safety. Both the COPOLCO members present, and the IEC representative (who is also the chairman of ACOS), expressed a need for continuation of certain parts of the former TAG 11's terms of reference and safety coordination activities that have helped to foster consumer product safety and standards work in ISO and IEC.

As the COPOLCO chairman, I was asked to convey to you our desire that some ISO activity similar to the former TAG 11 be reconstituted. Also, that whatever form it takes (e.g. a new body – task group – TAG. – advisory committee, etc.), such a safety coordination group should maintain a continuous, permanent partnership with IEC/ACOS, as had been done by TAG 11 so effectively in the past.

Further, COPOLCO would wish to ensure consumer interest representation within any successor group to TAG 11, as did H.W. Bosserhoff of DIN with the former TAG 11.

In particular, we call to attention some key terms of reference from TAG 11, which are not satisfactorily subsumed by the more specific work programme of ISO/TC 199 – Safety of machinery. It is clear to us that at least some of the terms of reference given to TAG 11 are still relevant to what we have in mind, as presented above. What concerns us is the scope that exists for setting guidelines on safety, for advising on new safety related work in the ISO technical programme, and liaison or horizontal coordination of safety standards questions within ISO and with IEC, is beyond the work of TC 199.

The work of a reconstituted TAG 11, or equivalent, would serve to supplement and support what is already being done in the technical committees and their respective work programmes. And the consumer viewpoint would continue to be heard in promotion of consumer product safety standards of ISO and IEC.

ISO Central Secretariat

our date
1992-05-06

our reference
ISO/COPOLCO

1992 -05- 0 8

Dr. Lawrence D. Eicher
Secretary-General
International Organization for Standardization
1, rue de Varembé
CH–1211 GENEVA 20

Dear Mr. Secretary-General,

Re: Request for a continued ISO coordinating activity on safety issues, in cooperation with IEC/ACOS

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[SS/jag/ COPOLCO.DOC]

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CH-1211 Genève 20	Genève · Switzerland	international	+ 41 22 749 01 11	Telegrams	isorganiz

ISO Central Secretariat

our date
1993-01-18
your date

our reference
ISO/TAG 11/COPOLCO
your reference

Dr. S. M. Spivak
Chairman of COPOLCO
c/o University of Maryland
Department of Fire Protection Engineering
0151 Engineering Classroom Bldg.
COLLEGE PARK, MD 20742-3031
USA

Dear Dr. Spivak,

Dissolution of ISO/TAG 11 *Safety*

Please excuse the delay in responding to your concerns addressed to Dr. L. Eicher concerning the dissolution of ISO/TAG 11. Your letter was transmitted to the Technical Board for consideration at its September 1992 meeting and I was waiting for the minutes to be confirmed by the Technical Board before conveying their reply.

Your request to reconstitute ISO/TAG 11 was examined in detail and the Technical Board confirmed that it was willing to reinstate ISO/TAG 11 as an ad hoc technical advisory group whenever there is a need to revise ISO/IEC Guide 51 *Guidelines for the inclusion of safety aspects in standards*. Should any other work need immediate attention, an ad hoc TAG 11 will similarly be constituted, but it was considered that at present there is no need for an ISO "standing advisory group" in the field of safety.

With kind personal regards,

Yours sincerely,

Christian J. Favre
Deputy Secretary-General

cc : Mrs. B. Frey - Secretary of COPOLCO

SB/aj// CS930170.003

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ITEM 9.2.1

CONFORMITY ASSESSMENT, QUALITY ASSURANCE AND CERTIFICATION – DEVELOPMENTS WITHIN CASCO

ACTIVITIES OF CONSUMER INTEREST WITHIN ISO AND IEC

ITEM 9.2.1 CONFORMITY ASSESSMENT, QUALITY ASSURANCE AND CERTIFICATION – DEVELOPMENTS WITHIN CASCO

ISO/CASCO is the ISO Council Committee on Conformity Assessment. Some 60 ISO member bodies and the IEC participate in its work, while a number of interested international or regional organizations delegate observers. The Committee meets once a year and reports its results to ISO Council, whereas reporting to IEC Council goes through the IEC Council "Policy group on IEC activities in Conformity Assessment" (PCA).

Normative documents prepared by CASCO are submitted to ISO and IEC consensus procedures, and published with the two logos. All the guides prepared by CASCO and published until December 1992 have been assembled in the *ISO/IEC Compendium of conformity assessment documents*(second edition, 1992). In addition, the following guide has been published in 1993: ISO/IEC Guide 58 *Calibration and testing laboratory accreditation systems – General requirements for operation and recognition.*

Amongst the work items under consideration, two topics are standing out, on which ISO Council has asked CASCO to give urgent attention: i) mutual recognition of certification bodies and, more specifically, ii) feasibility of establishing an international mechanism for the recognition of quality system registration bodies (see Council resolution 28/1992, copy reproduced in document ISO/CASCO 207 attached).

1. Mutual recognition of certification bodies

Council resolution 28/1992 asks CASCO to submit a comprehensive report on means to promote and achieve mutual recognition of conformity assessment activities. This is being studied actively, taking into account the work of ISO/CASCO WG 8 *Assessment of certification bodies*, activities of other bodies, and feedback from member bodies – notably a British feedback on "Peer evaluation of certification bodies" – as well as experience with the international systems operated by the IEC (IECEE and IECQ).

2. Recognition of quality system registrations

ISO Council, in its resolution 28/1992, asked that special urgency be given by CASCO to a feasibility study concerning the possible establishment of an international mechanism for the accreditation of quality system registration bodies. This will be given careful attention, bearing in mind the ultimate aim, which is the recognition of the **results** of the quality system assessments conducted by these registration bodies (i.e. the recognition of certificates of registration to ISO 9000).

A workshop, to be held on 3-4 May 1993 in conjunction with the next CASCO meeting, will provide an opportunity to have these two topics discussed in depth. Copies of the workshop provisional programme leaflet are being distributed to all member bodies and will be displayed at the COPOLCO meeting.

3. ISO/IEC book *Certification and related activities*

The ISO/IEC book *Certification and related activities* has been published in December 1992. It is available through the usual ISO and IEC sales channels (price group N, CHF 69.-). This book replaces the ISO/ITC book *Certification – Principles and practice,* 1980.

4. Other CASCO matters

Other items on the CASCO work programme include:

a) Revision of ISO/IEC Guide 7: 1982 *Standards suitable for certification purposes*, which is of interest to consumer circles and is undergoing approval procedures under reference ISO/CASCO 194 (Rev.) (the vote expires on 4 June 1993);

b) Analysis of market demand for conformity assessment documents and of the possible benefits of transforming selected guides into standards;

c) Review of a number of ISO/IEC guides, and of the *conformity assessment* sections of ISO/IEC Guide 2 *General terms and their definitions concerning standardization and related activities*;

d) Development of criteria documents related to the topics covered in sections 1 and 2 above.

In connection with item c) above, the ad hoc group that will recommend possible revisions has been made aware of the direct interest of COPOLCO in a number of these guides, notably ISO/IEC Guide 23: 1982 *Methods of indicating conformity with standards for third party certification systems*.

A CASCO Strategic Directions Group (SDG) has been entrusted with the preparation and monitoring of strategic plans.

ANNEX 1 to/ANNEXE 1 à
ISO/COPOLCO 232

ISO Central Secretariat

our date
1992-05-06

our reference
ISO/COPOLCO

Dr. Lawrence D. Eicher
Secretary-General
International Organization for Standardization
1, rue de Varembé
CH–1211 GENEVA 20

1992 -05- 0 8

Dear Mr. Secretary-General,

Re: Request for a continued ISO coordinating activity on safety issues, in cooperation with IEC/ACOS

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The work of a reconstituted TAG 11, or equivalent, would serve to supplement and support what is already being done in the technical committees and their respective work programmes. And the consumer viewpoint would continue to be heard in promotion of consumer product safety standards of ISO and IEC.

[SS/jag/ COPOLCO.DOC]

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We appreciate your consideration of this request, and bringing it to the appropriate attention within ISO for reconstituting certain vital aspects of the work of former ISO/TAG 11.

Thank you.

Sincerely,

for the COPOLCO chairman's group
Dr. S.M. Spivak
Chairman of COPOLCO

cc. Members of the COPOLCO chairman's group (meeting of 5–6 May)
COPOLCO secretariat

[SS/jag/COPOLCO.DOC]

ISO/CASCO 207
February 1993

COUNCIL RESOLUTIONS CONCERNING CASCO WORK

(Agenda item 6)

At its meeting in Geneva, 16-18 September 1992, Council adopted the following resolutions related to CASCO work.

Council,

noting that the IEC General Policy Committee has agreed to submit to CASCO for further development the first draft of a Code of Good Practice for Conformity Assessment prepared within IEC,

asks CASCO to prepare, with the usual participation of IEC, a draft ISO/IEC Code of Good Practice for Conformity Assessment in connection with the revision of ISO/IEC Guide 16, with the view to its submission to the ISO and IEC Councils as soon as possible for approval, taking account of existing relevant provisions within GATT in order to avoid any contradiction or overlapping.

(Council resolution 18/1992)

Council

endorses the CASCO work programme as set out in the annex to ISO/Council 1992 - 8.4/1, subject to inclusion of the preparation of the draft ISO/IEC Code of Good Practice for Conformity Assessment referred to in Council resolution 18/1992,

asks CASCO to submit to Council as soon as possible but not later than May 1993 (i.e. right after the CASCO meeting) a comprehensive report, taking account of activities in other organizations, on its studies of means to promote and achieve mutual recognition of conformity assessment activities, with special urgency given to a study of the possibility for an international system for accreditation of quality system registration bodies to be established.

(Council resolution 28/1992)

It is proposed to discuss proposed action on these resolutions under relevant agenda items

ISO/COPOLCO 234
March 1993

ACTIVITIES OF CONSUMER INTEREST WITHIN ISO AND IEC

ITEM 9.2.2 SURVEY ON CONSUMER INTEREST REPRESENTATION WITHIN CONFORMITY ASSESSMENT BODIES

COPOLCO, at its 1991 meeting, decided that information should be collected on consumer interest representation on bodies dealing with conformity assessment questions.

The COPOLCO Chairman's Group, at its December 1991 meeting, suggested that, in a first phase, the enquiry be limited to certain countries most likely to have some consumer interest representation on bodies dealing with conformity assessment.

A questionnaire was sent to the following member bodies:

BSI (United Kingdom)
DS (Denmark)
NNI (Netherlands)
NSF (Norway)
SCC (Canada)
SFS (Finland)
SIS (Sweden)

The COPOLCO Chairman, at the COPOLCO Chairman's Group's meeting in December 1992, volunteered to prepare a note to serve as an introduction to the presentation of the results of the survey on consumer interest representation within conformity assessment bodies, in which the importance of consumer interest representation in view of the need for consumer input would be underlined, the present situation would be explained and the different ways to respond to the needs would be described. The note by the Chairman is attached at annex together with copies of the replies received.

COPOLCO ACTION

COPOLCO members are invited to consider the attached note by the Chairman and the replies received to the questionnaire on consumer interest representation within conformity assessment bodies with a view to deciding on further appropriate action.

ANNEX to
ISO/COPOLCO 234

SURVEY ON CONSUMER INTEREST REPRESENTATION WITHIN CONFORMITY ASSESSMENT BODIES

Note by the COPOLCO Chairman

At a prior COPOLCO plenary meeting and in subsequent meetings of your chairman's advisory group, questions were raised over the extent of participation (or lack thereof) by consumer representatives in conformity assessment work; and their representation on various committees or bodies for conformity assessment. A brief introduction is provided, as an overview to the attached pilot study and summary which will be discussed at our April 1993 plenary.

"Conformity assessment" is a generalized term connecting the various, quite different activities of conformance with standards. These activities include, for example, product certification, laboratory accreditation, quality systems certification or quality systems registration, safety certification, registration or licensing of service personnel and professionals, and more. At the international level, these policy discussions are the work of ISO/CASCO, the Council Committee on conformity assessment; the work of the International Laboratory Accreditation Conference, ILAC; the quality assessment of electronic components and the safety certification of electrical equipment under IECQ and IECEE schemes; discussion of consumer related certification and conformity assessment issues within our ISO/COPOLCO committee; and much more.

At either the local, national or regional levels, (e.g. EOTC or ETSI in Europe) there are hundreds of certification and conformity assessment bodies, organizations, committees and the like. Not all of these deal with consumer issues – some do and others do not. But for those international, regional or national conformity assessment activities that do influence consumers' well-being, it logically follows that there should be consumer representation (input, screening or monitoring, review, participation, etc.). Your chairman's advisory group has undertaken a pilot survey and study of a small number of consumer representation in the vital work of conformity assessment. These preliminary survey results follow.

National standards body	Organization of consumer interest representative	ISO/CASCO (INPUT)	ISO/COPOLCO (INPUT)	ISO/COPOLCO (EXECUTIVE)	International
Body	Name of consumer representative				
IN1	Initials				
.....	Surname				

NOW, 3 (MISS) NOW, 3 (MISS)

Please tick

1 2

BSI

ANNEX to
ISO/COPOLCO 234

SURVEY OF CONSUMER INTEREST REPRESENTATION WITHIN CONFORMITY ASSESSMENT BODIES

Note by the COPOLCO Chairman

At a prior COPOLCO plenary meeting and in subsequent meetings of your chairman's advisory group, questions were raised over the extent of participation (or lack thereof) by consumer representatives in conformity assessment work; and their representation on various committees or bodies for conformity assessment. A brief introduction is provided, as an overview to the attached pilot study and summary which will be discussed at our March 1993 plenary.

"Conformity assessment" is a generalized term connoting the various, quite different activities of conformance with standards. These activities include, for example, product certification, laboratory accreditation, quality systems certification or registration, safety certification, registration or licensing of service personnel and professionals, and more. At the international level, these policy discussions are the work of ISO/CASCO, the Council Committee on conformity assessment; the work of the International Laboratory Accreditation Conference, ILAC; the quality assessment of electronic components and the safety certification of electrical equipment under IEC and IECEE schemes; discussion of consumer related certification and conformity assessment activities within our COPOLCO and much more.

At either the local, national or regional level (e.g. EOTC in Europe) there are hundreds of certification and conformity assessment bodies, organizations, consortia and the like. Not all of these deal with consumer issues – some do, and other do not. Those whose international, regional or national conformity assessment activities that do influence consumers' well-being, it logically follows that there should be consumer representation (input, screening or monitoring, review participation, etc.). Your chairman's advisory group has undertaken a pilot survey and study of a small number of consumer representation in the vital work of conformity assessment. These preliminary survey results follow.

ISO CONSUMER POLICY COMMITTEE (ISOCOPOLCO)
POLICY COMMITTEE ON CONSUMER INTERESTS
ISO CONSUMER POLICY COMMITTEE (ISOCOPOLCO)

FROM BSI LONDON 16:31 25. NOV. 2005

PAGE 005

National standards body BSI	CONSUMER INTEREST REPRESENTATION IN BODIES DEALING WITH CONFORMITY ASSESSMENT					
Name of consumer interest representative Surname Initials	Organization of the consumer interest representative	Name of conformity assessment body	Body's status[1]	National[2]	Regional[2]	International
BLOW, J (MISS)	BSI CONSUMER POLICY COMMITTEE	BSI BOARD COMMITTEE ON QUALITY POLICY	BSI BOARD COMMITTEE	✓	(INPUT TO EUROPE)	(INPUT TO CASCO)
BLOW, J (MISS)	BSI CONSUMER POLICY COMMITTEE	NATIONAL ACCREDITATION COUNCIL FOR CERTIFICATION BODIES (Member of Council and Assessment and Publicity Panels)	ADVISES UK GOVERNMENT ON ACCREDITATION	✓	–	–

1 e.g. government-sponsored, private non-profit making, commercial, under aegis of national standards body

2 Please tick

NOTE – The BSI Consumer Policy Committee is represented on BSI technical committees responsible for quality assurance standards.

BSI

National standards body BSI	CONSUMER INTEREST REPRESENTATION IN BODIES DEALING WITH CONFORMITY ASSESSMENT					
Name of consumer interest representative Surname Initials	**Organization of the consumer interest representative**	**Name of conformity assessment body**	**Body's status[1]**	**National[2]**	**Regional[2]**	**Internationa**
HERSEE, M (MRS)	CONSUMER POLICY COMMITTEE	CERTIFICATION AUTHORITY FOR ELECTRICAL EQUIPMENT (CCAC/ELEC)	UNDER AEGIS OF BSI QA	✓	–	–
WIGLEY, E M (MRS)	CONSUMER POLICY COMMITTEE AND WOMENS' GAS FEDERATION	CERTIFICATION AUTHORITY FOR GAS EQUIPMENT (CCAC/gas)	UNDER AEGIS OF BSI QA	✓	–	–
MCKENZIE-TAYLOR, J (Ms) COPE, R (MR)	NATIONAL GAS CONSUMERS' COUNCIL	" " "	" " "	✓	–	–

1 e.g. government-sponsored, private non-profit making, commercial, under aegis of national standards body

2 Please tick

BSI

DS

THE CONSUMER COMMITTEE, DS
DENMARK.

6th January, 1993
BF/CJ

Consumerrepresentation in Conformity Assessment Bodies

1. **Benedicte Federspiel**, representing the Danish Consumer Council, sits in The Executive of DS, which is the Danish Standardization Organization, covering both standardization and conformity assessment.

2. **Benedicte Federspiel**, representing the Danish Consumer Council, **Henning Steensig** representing the National Agency for Consumer Affairs, and **Helga Møller** representing The Danish Institute for Informative Labelling, sit on the Consumer Committee for DS dealing with both standardization and conformity assessment.

3. **Helen Amundsen** representing The Danish Consumer Council, and **Poul Brænder** representing The Danish Home Economic Council, sit on the Executive and The General Assembly respectively for DEMKO, which is a private body dealing with certification of electrotechnical products.

4. **Dorte Christensen** representing The Danish Consumer Council, and **Niels Erik D. Jensen** representing The National Agency for Consumer Affairs, sit on the Board of The Danish Institute for Informative Labelling.

5. **Benedicte Federspiel** representing The Consumers Consultative Council of the EEC Commission, CCC sits on the European Organization for Testing and Certification, EOTC, a private non-profitmaking body.

   Benedicte Federspiel representing The Danish Consumer Council sits in the Danish Executive Committee for EOTC.
   Benedicte Federspiel representing The Danish Consumer Council and **Jens Kristian Weidlich** representing the Danish Institute for Informative Labelling sit in the Danish reference group for EOTC.

National standards body	Name of consumer interest representative	Interest

National standards body NNI	CONSUMER INTEREST REPRESENTATION IN BODIES DEALING WITH CONFORMITY ASSESSMENT					
Name of consumer interest representative Surname Initials	Organization of the consumer interest representative	Name of conformity assessment body	Body's status[6]	National[7]	Regional[7]	International[7]
Alting, W.A.	Cons. bond	KEMA [3])	acts for goverment, consumer organizations, companies	1)	1)	1)
Alting, W.A.	Cons. bond	RvC [2])	acts for government and certification bodies	1)	1)	1)
Nielander, G.H.M.	Cons. bond	RvC [2])	acts for government and certification	1)	1)	1)
Kampen, B.v.	Cons. bond	Gastec 4)	acts for government, consumer companies	1)	1)	1)
Poolman, J.A.M.	Cons. bond	KiK 5)	linked with housewives union	1)	1)	1)

1) has agreements with bodys in other countries
[2]) Netherlands Accreditation Council

3) Certification body for electrotechnical equipment

6) e.g. government-sponsored, private non-profit making, commercial, under aegis of national standards body

7) Please tick

4) Certification body for gas appliances
5) Certification body for consumer products

yg/CS922970.004

INN

National Standards Body	CONSUMER INTEREST REPRESENTATION IN BODIES DEVELOPING NATIONAL STANDARDS AND CONFORMITY ASSESSMENT
Name of Body	Initials
Name of Consumer Organization	Initials
Interest represented	
Name of Representative	
Address	
Telephone	Telex

Administrative Board	Member				
Consumer Council	Member				
Standing Committee (Consumer)	Member				
Standing Committee (Consumer)	Member				
Standing Committee (Consumer)

1992 -11- 16

National standards body NSF, Norwegian Standards Association	CONSUMER INTEREST REPRESENTATION IN BODIES DEALING WITH CONFORMITY ASSESSMENT					
Name of consumer interest representative **Surname Initials**	**Organization of the consumer interest representative**	**Name of conformity assessment body**	**Body's status[1]**	**National[2]**	**Regional[2]**	**International[2]**
Ananthakrishnan S.I.	Norwegian Consumers Council (Forbrukerrådet)	Norwegian Organization dealing with product certification (NOPS)	Private non-profit making	X		Refrence group within EOTC

1 e.g. government-sponsored, private non-profit making, commercial, under aegis of national standards body

2 Please tick

NSF

FAX

PAGE 1 OF 2

DATE November 6, 1992

Canadian Standards Association
178 Rexdale Blvd., Rexdale (Toronto), Ontario, Canada M9W 1R3
Telephone: (416) 747-4000

FAX NUMBERS: (416) 747-4149
(416) 747-2475

(416) 747-2476
(416) 747-2473 X

NAME: Béatrice Frey

COMPANY: ISO/COPOLCO, Case Postale 56 CH-1211, Geneva 20, Switzerland

COUNTRY: Geneva, Switzerland

FAX NO.: +41 22 733-34 30

FROM: Bonnie Browne

CHARGE TO: RCS.7352

FAX/TELEX MESSAGE:

Dear Beatrice:

Re: Consumer Interest Representation on Bodies Dealing With Conformity Assessment (Your Reference: ISO/COPOLCO)

Brian Spencer of SCC is away from work at this time, and I have been advised to submit this information directly to you in order to meet your deadline.

The Canadian Standards Association (CSA) is both a standards development and a conformity assessment organization. Our Consumer Representatives are placed directly on standards development committees, at all levels, and some serve as Chairs of committees. Membership on these committees also involves representatives from our conformity assessment group, and our Consumer Representatives frequently contact them for specific technical information related to committee matters. Therefore, consumers feed information to both standards and conformity assessment activities. We have about 100 Consumer Representatives at present serving as members on about 190 - 200 committees.

FAX FAX FAX FAX **SCC**

Moncton ▪ Montreal ▪ Toronto ▪ Winnipeg ▪ Edmonton ▪ Vancouver ▪ Taiwan ▪ Hong Kong

DATE November 6, 1992

Canadian Standards Association
178 Rexdale Blvd., Rexdale (Toronto), Ontario, Canada M9W 1R3
Telephone: (416) 747-4000

FAX NUMBERS (416) 747-4149 (416) 747-2476
(416) 747-2475 **(416) 747-2473 X**

NAME: Béatrice Frey

COMPANY: ISO/COPOLCO, Case Postale 56 CH-1211, Geneva 20, Switzerland

COUNTRY: Geneva, Switzerland

FAX NO: +41 22 733 34 30

FROM: Bernice Browne CHARGE TO: RCS.7352

FAX/TELEX MESSAGE:

Dear Beatrice:

Re: Consumer Interest Representation on Bodies Dealing With Conformity Assessment (Your Reference: ISO/COPOLCO)

Brian Spencer of SCC is away from work at this time, and I have been advised to submit this information directly to you in order to meet your deadline.

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SCC

We also have five Consumer Advisory Panels across Canada that meet regularly (usually a total of 20 or more times per year). The Advisory Panel members total about 250. They discuss a variety of issues related to CSA and provide input to both our conformity assessment and standard development activities. In general, the Panels review all CSA operations from time to time and provide sound advice from a consumer perspective.

At each Advisory Panel meeting, in addition to regular full-time Advisory Panel members, we invite consumers, active in the workplace related to the meeting topic, to ensure worker/end user expertise is present. These ad hoc members would number up to 120 in a given year.

In addition, we have two Consumer Representatives on our CSA Board of Directors (Dr. R. E. Olley and Mrs. S. Post), and two on our Standards Policy Board (Mrs. S. Post and Mrs. M. Soper). CSA continues to benefit from effective and credible Consumer Representative participation.

Counting all of those who are active in the abovenoted areas, CSA has about 550 - 570 consumers/end users involved in its Consumer Program.

The information herein did not fit into the format of the sheet supplied with the request for information, and I hope that it is satisfactory. Please contact me if I can clarify or help in any way.

Yours sincerely,

Bernice Browne

Bernice Browne
Manager, Consumer Services
Tel: (416) 747-2297
Fax: (416) 747-2473

MB

C: Mr. B. Spencer, SCC
Dr. R.E. Olley, SCC/ACC

SCC

CONSUMER INTEREST REPRESENTATION IN BODIES DEALING WITH CONFORMITY ASSESSMENT

National standards body

Canadian General Standards Board

Name of consumer interest representative

Lister, Marilyn

Organization of the consumer interest representative

Consumer Association of Canada

Name of conformity assessment body

Quality Certification Branch

Body's status

Special Operating Agency

Federal Government

National

However, we assess conformity of quality management systems and products for companies from around the world doing business in Canada

CONSUMER INTEREST REPRESENTATION IN STANDARDS DEVELOPMENT

National standards body SCC /	Name of consumer interest representative Surname Initials	Organization of the consumer interest representative	Nature of consumer assessment	National standards body	Regional standards body	International standards body
	Arbuthnot, A.J.	National Consumers Association	Co-ordinates on national and central committees			
	Cooper, M.S.	Consumer Association	"			
	Parkes, Mrs.	Consumers Alliance	"			
	Smith, P.K.	National Consumer Administration	Co-ordinates and Central Committee			

1 e.g. Government-sponsored, private non-profit making, commercial, trade association, professional body

2 Please tick

National standards body SFS, Finland	CONSUMER INTEREST REPRESENTATION IN BODIES DEALING WITH CONFORMITY ASSESSMENT					
Name of consumer interest representative **Surname** **Initials**	**Organization of the consumer interest representative**	**Name of conformity assessment body**	**Body's status[1]**	**National[2]**	**Regional[2]**	**International[2]**
Varpasuo Pirkko, MS	National Consumer Administration	Committee on Testing and Certification	under aegis of national standard body	X		
Väyrynen Gun MS	Consumer Association	- " -	- " -	X		
Lehto Pekka Mr	National Consumer Administration	Advisory Committee on Accreditation	government sponsored	X		

1 e.g. government-sponsored, private non-profit making, commercial, under aegis of national standards body

2 Please tick

SFS

National standards body SIS	CONSUMER INTEREST REPRESENTATION IN BODIES DEALING WITH CONFORMITY ASSESSMENT					
Name of consumer interest representative Surname Initials	Organization of the consumer interest representative	Name of conformity assessment body	Body's status[1]	National[2]	Regional[2]	International[2]
Norstedt, I.	National Swedish Board of Consumer Policy	SWEDAC	Governmental non profit accreditation body. a)	X		
Ringstedt, N.	-"-	SIS Board (for SIS certification)	Privat commercial body.	X		
Horowitz, A.	-"-	SEMKO	Governmental commercial body for testing electrical products.	X		
Ringstedt, N.	National Swedish Board of Consumer Policy	SEOTC	Under aegis of SIS	X		
Norstedt, I.	-"-	SEOTC	-"-	X		

1 e.g. government-sponsored, private non-profit making, commercial, under aegis of national standards body

2 Please tick

a) Laboratories for approval testing of various consumer products are supervised by SWEDAC. Examples are car safety belts, instruments for measuring volume, mass, electricity and heat, pressure vessels, radioactive materials and contraceptives.

SIS

ISO/COPOLCO 235
March 1993

ITEM 9.3 ENVIRONMENTAL QUESTIONS

ACTIVITIES OF CONSUMER INTEREST WITHIN ISO AND IEC

ITEM 9.3 ENVIRONMENTAL QUESTIONS

Since the last COPOLCO meeting in Helsinki in May 1991, substantial developments have taken place within ISO (and IEC) on questions relating to the environment.

In July 1991, the ISO/IEC Strategic Advisory Group on Environment (SAGE) was set up and, since then, has held three plenary meetings in Geneva (September 1991, February 1992 and October 1992), inter alia to assess the needs for future international standardization work to promote worldwide application of the key elements embodied in the concept of sustainable industrial development.

Seven SAGE groups identified as follows have been established:

- SAGE sub-group 1 – Environmental Management Systems
- SAGE sub-group 2 – Environmental Auditing
- SAGE sub-group 3 – Environmental Labelling
- SAGE sub-group 4 – Standards for Environmental Performance Evaluation
- SAGE special group 5 – Industry Mobilization plan
- SAGE sub-group 6 – Life Cycle Analysis
- SAGE sub-group 7 – Environmental Aspects in Product Standards

The work of SAGE progressed very rapidly and quickly reached the point where several of its recommendations for standards development were ready to be incorporated into the normal TC/SC structure and working procedures of ISO and/or IEC.

In particular, SAGE has expressed the need for undertaking urgent standardization work with the aim of developing the full range of environmental management tools and systems relevant to general management systems and, specifically, to analogous structures in other fields such as quality, safety, health, etc.

As a result of the above, an ISO technical committee on *Environmental management* was set up mid-February.

The first meeting of this new technical committee is scheduled for the very first week of June in Canada. It is anticipated that the subjects dealt with by the above SAGE sub-groups will be incorporated in the activities of sub-committees of the technical committee.

The representation of consumer interests within the relevant bodies will have to follow the usual procedure, i.e. through national delegations or IOCU or any other international organization having established a liaison with the TC.

A fourth meeting of SAGE (and perhaps the last one) will be held in connection with the first meeting of the above technical committee in Canada, during which SAGE will consider a strategic plan which it has been asked to develop.

The reports of each of the above mentioned SAGE sub-groups provided the basis for an ISO/IEC report to the Planning Conference of the United Nations Conference on Environment and Development (UNCED) held in Brazil in June 1992. This report, entitled *International standardization efforts to promote the world-wide application of sustainable development*, is attached at annex. The meetings of the UN Conference itself were not open to non-governmental organizations, so the ISO/IEC report was submitted to the Planning Conference. However, the Chairman of SAGE, was invited to speak at one of the meetings organized around the Conference by the International Network for Environmental Management.

COPOLCO ACTION

COPOLCO members are invited to comment on the above report.

ANNEX to
ISO/COPOLCO 235

INTERNATIONAL STANDARDIZATION EFFORTS TO PROMOTE THE WORLD-WIDE APPLICATION OF SUSTAINABLE INDUSTRIAL DEVELOPMENT

The ISO/IEC system for International Standardization

The mission of the international standardization system composed of ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) is to promote international cooperation on all questions of standardization and related matters such as testing and certification, and hence to further understanding and cooperation among nations and peoples.

Standardization is an integral part of all industrial and economic activity. The harmonized system provided by ISO and IEC is flexible and responsive to the market, rapidly adaptable to the needs of emerging technologies, capable of producing documents directly applicable to trade, and essential to the efficient working of international commerce. ISO/IEC voluntary standardization, carried out on the basis of world-wide consensus, enables technology to be applied in a coherent way at every stage of its development, and contributes to the general welfare of all economic and social partners.

The ISO/IEC international system serves the needs of global and regional markets for a consistent and comprehensive set of technical specifications covering the different industrial sectors without duplicating requirements or leaving damaging gaps. It also furnishes technical publications of prime interest to governments, covering matters such as safety, health, and environmental protection. Within the same context, it prepares a large body of universally applicable standards on matters such as terms and definitions, units, technical drawings, measurements methods, test methods, and quality assurance.

The International Organization for Standardization

ISO is a world-wide federation of national standards bodies, at present comprising 89 members, one in each country. The object of ISO is to promote the development of standardization and related activities in the world with a view to facilitating international exchange of goods and services, and to developing cooperation in the sphere of intellectual, scientific, technological and economic activity. The results of ISO technical work are published as *International Standards.*

ISO brings together the interests of producers, users (including consumers), governments and the scientific community, in the preparation of International Standards.

ISO work is carried out through some 2 600 technical bodies. More than 20 000 experts from all parts of the world participate each year in the ISO technical work which, to date, has resulted in the publication of over 7 700 ISO standards.

The International Electrotechnical Commission

IEC is constituted to promote international standardization and related matters, such as conformity assessment in the whole domain of electrotechnology. Members are the *national committees,* one for each country, which are required to be as representative as possible of all electrotechnical interests in the country concerned: manufacturers, users, governmental authorities, teaching and professional bodies. They are composed of representatives of the various organizations which deal with questions of electrotechnical standardization at the national level. Most of them are recognized and supported by their governments. The IEC is currently responsible for some 40 % of the total output of the ISO/IEC standards system.

ISO and the International Electrotechnical Commission, IEC, have established a formal agreement, stating the relationship between the two organizations. In accordance with this agreement, ISO and IEC form a specialized system for world-wide standardization.

The agreement defines each organizations responsibilities. The IEC covers the field of electrical and electronic engineering, other subjects being attributed to ISO. When necessary, attribution of responsibility of work programmes to the ISO or IEC is made by mutual agreement. In specific cases of mutual interests, joint technical bodies or working groups may be set up. Common working procedures ensure efficient coordination and the widest possible global application.

Background for ISO/IEC input to UNCED

The Business Council for Sustainable Development (BCSD) first suggested the idea of International Standards for Environmental Performance based on the concept of sustainable development. Such standards would allow businesses in various sectors to measure their environmental impacts on agreed an comparable criteria. Once these impacts are known, businesses can take the necessary measures to reduce them thus approaching a more sustainable mode of operation and development.

The BCSD recognizes ISO work in the fields of air, water and soil quality as particularly valuable. They also feel that the ISO/IEC system is effective for building international consensus agreement. It is under these auspices that ISO/IEC were asked to increase their activity in the environmental field. Specifically, it was recommended that ISO/IEC should organize a strategic planning activity which would give advice on how to achieve the desired environmental standardization results within the voluntary international standardization system.

Considering the above initiative to represent important challenges and opportunities for ISO and IEC the ad hoc Strategic Advisory Group on Environment (SAGE) was established. The key objective of SAGE is *to assess the needs for future international standardization work to promote world-wide application of the key elements embodied in the concept of sustainable industrial development, including but not limited to consumer information and eco-labelling; the use and transport of resources, in particular raw materials and energy; and environmental effects during production, distribution, use of products, disposal and recycling.*

SAGE work is currently being advanced in sub-groups. Sub-groups are responsible for making recommendations for standardization needs in their subject area. Depending on the recommendations and specific field concerned, sub-groups may propose the scope and objectives of standards, determine the need for definitions of terms, and recommend mechanisms for establishing standards within the existing ISO/IEC systems. It is important to note that the sub-groups will begin preparatory standardization work based on their recommendations prior to the establishment of the normal technical committee mechanisms

within the ISO/IEC system. This will ensure that the results of the studies conducted by the sub-groups are not lost while the ISO/IEC mechanisms are being created and, once created, provide these mechanisms with an advanced platform from which they can progress.

The sub-groups of SAGE are studying the following topics:

a) Environmental Management Systems

Environmental management systems will be generic management control systems. They will allow business and industry to set environmental policy and provide methods (through audits and environmental performance standards amongst others) to monitor and ensure that the environmental goals are met (see Annex 1 for more detailed information).

b) Environmental Auditing

This sub-group has reviewed many of the existing environmental auditing programs and definitions and is working on defining auditing requirements for varying applications. The environmental auditing sub-group is working closely with the management systems sub-group to ensure compatibility between the two groups' recommendations (see Annex 2).

c) Environmental Labelling

The environmental labelling sub-group has united representatives from numerous existing labelling programs and is trying to determine to what extent internationally harmonized programs are needed and how such programs might be structured (see Annex 3).

d) Environmental Performance Standards

These standards will attempt to provide business and industry with methods for measuring the environmental impacts of products they produce, services they offer and entire sites of operation (see Annex 4).

e) Life Cycle Analysis

Industry has shown an interest in being able to analyse the environmental effects of their products, processes and services over their whole life cycle. This includes raw material production and use, production processes, distribution methods and waste disposal or recycling options. This group will review existing life cycle analysis programmes with a view to recommending future harmonization work in the field. (This group was established in February 1992 and has not generated detailed reports at this time.)

f) Environmental guidance for product standards

A sub-group was created to determine the necessary elements for developing an international consensus on a guide for the integration of environmental aspects in product standards (either already existing or under preparation). Such a guide will help standardizers ensure that their standards encourage environmentally responsible behaviour amongst those who apply the standards.

g) Industry mobilization plan

This group is headed by a high level industry representative who has the goal of developing and recommending a strategy and action plan to obtain and maintain a diversified critical mass of world-wide industrial support for the ISO/IEC SAGE technical programme. The objective is to ensure timely development of the targeted international standards and for their widespread use once completed.

International Standards in the context of the UNCED Conference

In the documentation for the meetings of the third PrepCom for the UNCED conference numerous references are made to the need for standardized procedures, practices, measurement and management tools. Specific examples are referenced in the documentation related to Agenda item 21 Action Programmes. (Documents A/CONF.151/PC/42 and A/CONF.151/PC/42/Add.1 through Add.10.)

Specifically, items of note are:

- the need for *strengthening of existing methods for environmental management*
- a requirement to *establish sustainable mariculture development strategies, including environmental management....*
- a *request for environmental impact assessment on all major water resource development projects*
- there is a need for *globally harmonized classification and labelling systems (which) are not yet available to promote the safe use of chemicals in the work place*
- it is stated that *National systems for environmentally sound management of chemicals should be in place by the year 2000*
- furthermore, the *development of management tools and practices* should be encouraged by governments
- *NGOs and consumer groups could sensitize consumers to purchase environmentally benign products and thereby develop selective purchasing by informed buyers* (with the aid of environmental labelling for example)
- also, it is recognized that *standard setting and monitoring are two key elements essential for gaining control over waste-related pollution.*

Other documentation and proposals from the third PrepCom make clear reference to the use of international standards. Notably, the report submitted by UNCTAD (A/CONF.151/PC/48) states in their conclusion on page 16, item 76, *There is a need for more information and transparency regarding trade measures related to the environment. The GATT Agreement on Technical Barriers to Trade requires parties to use international standards, when they exist, as a basis for their technical regulations. Environmental concerns can be expected to generate a growing number of such regulations: the establishment of international standards for environmental protection is thus a matter of some urgency and could help avoid misuse of these regulations.*

Document A/CONF.151/PC/59, Protection of the Atmosphere: Transboundary air pollution states that reliable ground-level measurements of air pollution are essential for long-term global monitoring.

Finally, the report ENVIRONMENTALLY SOUND MANAGEMENT OF HAZARDOUS WASTES: BACKGROUND (Doc A/CONF.151/PC/75) states that the *lack of integral and standardized systems to measure environmental performance* are a barrier to innovation in the field of hazardous waste management and further progress.

The activities of the ISO/IEC Strategic Advisory Group on Environment clearly run parallel to the standardization needs outlined in many of the Agenda 21 Action Programmes.

SAGE is reviewing the needs of environmental management system tools with a view to creating international standards which can be tailored to the specific sector in question. Environmental performance standards are being examined keeping in mind the need to

compare performance world-wide. The need for harmonized labelling systems is evident and ISO has been studying this topic for some time now. The ISO Technical Committee on graphical symbols is poised to continue their work in this field.

ISO and IEC Councils actions

Advantages of adopting International Standards

The object of the ISO/IEC system is to promote the development of standardization and related activities in the world with a view to facilitating international exchange of goods and services, and to developing cooperation in the sphere of intellectual, scientific, technological and economic activity. Industry's adoption of international standards in the field of the environment will help them approach a mode of operation which is sustainable and assist them to **measure and assess their performance and progress towards sustainable industrial development**. When such standards are adopted on a global scale industry will be able to compare their environmental performance to that of similar industries in any other country.

Recommendations of the International Organization For Standardization (ISO) and the International Electrotechnical Commission (IEC)

Given the clear parallel between the standardization needs as outlined in the Agenda 21 Action Programmes and the current work of the ISO/IEC Strategic Advisory Group on Environment;

Whereas the GATT Agreement on Technical Barriers to Trade stipulates that all parties use international standards when they exist (to facilitate trade and remove trade barriers);

The International Organization for Standardization and the International Electrotechnical Commission **propose** that in preparation of the Broad Mandate of Agenda 21 the following reference to the use of international standards is included:

> *There is a need for transparency and a common technical approach related to the management of the environment and the measurement of environmental performance of government, industry and mankind in the drive to sustainable development. UNCED requests that all parties support the development and use of international standards developed and issued by ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) as a basis for environmental measurement, control, management and for harmonizing appropriate technical regulations. The use of these international standards will help industry and governments measure and compare their performance. Continued use of harmonized international standards will also improve the ability of all sectors to attain and measure improvements in environmental performance.*
>
> *The work of the ISO/IEC Strategic Advisory Group on Environment has already made significant contributions in identifying the current needs and priorities and will ensure that new international standards are acceptable to a world-wide constituency thus facilitating their rapid adoption.*
>
> *As the number of such international standards increases, world-wide application of these standards will clearly improve our ability to measure global progress towards sustainable development.*

For additional copies of this report or more information about ISO, IEC or the ISO/IEC Strategic Advisory Group on Environment (SAGE) please contact:

International Organization for Standardization
Case postale 56
CH-1211 GENÈVE 20
Switzerland

TP + 41 22 749 01 11
TF + 41 22 733 34 30

ACTIVITIES OF CONSUMER INTEREST WITHIN ISO AND IEC

ITEM 9.4 ISO 9000 FORUM

The ISO 9000 series of International Quality Standards, first published in 1987, has since made a major contribution to harmonization in the realm of quality. The strong worldwide interest in communication across borders on this topical subject led to the creation of the ISO 9000 Forum, which was launched at the ISO/IEC General Assembly in Madrid (Spain), October 1991, to become effective on 1 January 1992.

This Forum is a valuable medium for communication between users of ISO 9000, standards writers, certifiers and other circles concerned with the application of the ISO 9000 series of quality assurance standards. Subscribers to the ISO 9000 Forum, numbering 1 528 at mid-March 1993, are able, through the Forum services, to share experience and build partnerships throughout the world.

An informative report on the ISO 9000 Forum, including inter alia the description of the services provided by the Forum, is attached at annex.

COPOLCO ACTION

COPOLCO members are invited to comment on the above report.

THE ISO 9000 FORUM - A COMMUNICATIONS VEHICLE FOR QUALITY MANAGEMENT STANDARDS

by Neil P. Cook, ISO 9000 Forum Programme Manager

The ISO 9000 series of International Quality Standards, first published in 1987, has since become a major reference framework for quality management and quality assurance programmes dispersed all over the world. Currently published ISO 9000 International Standards, the most successful ISO international standards ever published. Naturally, numerous publications, handbooks, guides and information programmes have sprung up parallel to the 9000 standards to assist users in their understanding and application.

However, until recently, ISO itself has not had a dedicated communication mechanism for the standards despite a demonstrated need on the part of ISO 9000 users.

Straight answers are needed to the dozens of specific questions addressed to the ISO Central Secretariat since the publication of the 9000 standards in 1987. Questions such as:

Where can I find more information about certification and conformity assessment ?

Where can I obtain a list of assessment bodies recognized in country X ?

Will being assessed and registered to ISO 9000 standard in country A by assessor B bring my company the same recognition in countries X, Y and Z ?

Will there be a large number of sector-specific versions of the ISO 9000 standards ?

or, quite simply: *Who/where do I ask ?*

The success of the ISO 9000 series standards can be illustrated by viewing the number of countries which have adopted the standards. Today, the ISO Central Secretariat knows of over 50 countries which have adopted the ISO 9000 series standards. Furthermore, over 30 countries have registration and assessment services which offer certification of conformity to the standards.

The number of countries adopting the ISO 9000 series of standards for quality assurance is continuously growing. The ISO 9000 Forum is presently awaiting confirmation of the adoption of the 9000 standards from no less than eight specific countries.

Given this world-wide interest in the concepts of quality management and the specific interest in ISO 9000, the ISO 9000 Forum was established. The ISO Central Secretariat acts as a central "clearing house" for information about the standards. The Forum service is an international communications facilitator supporting the implementation of the ISO 9000 standards and further promoting their application.

ANNEX to/ANNEXE à
ISO/COPOLCO 236

ISO 9000 Forum
March 1993

THE ISO 9000 FORUM - A COMMUNICATIONS VEHICLE FOR QUALITY MANAGEMENT STANDARDS

by Neil P. Cook, ISO 9000 Forum Programme Manager

Companies and organizations embarking on quality management and quality assurance programmes dispose of the necessary guidelines in the ISO 9000 International Standards, the most successful ISO international standards ever published. Naturally, numerous publications, handbooks, guides and information programmes have sprung up parallel to the 9000 standards to assist users in their understanding and application.

However, until recently, ISO itself has not had a dedicated communication mechanism for the standards despite a demonstrated need on the part of ISO 9000 users.

Straight answers are needed to the dozens of specific questions addressed to the ISO Central Secretariat since the publication of the 9000 standards in 1987. Questions such as:

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Forum services

The ISO 9000 Forum provides access for users and potential users of ISO 9000 to information from experts and problem solvers. By subscribing to the Forum, members become entitled to a range of services and information including the following:

– The ISO 9000 News, a newsletter on quality management standards, published six times a year;

– Information about the new and revised editions of the ISO 9000 series;

– Sources of books and articles on quality management and quality assurance;

– Indexes of directories and listing of certification bodies and third-party auditors;

– Information sources for training programmes and materials;

– ISO 9000 Forum Application Symposia.

The Forum is intended to answer these numerous and varied requests from companies. The aim is to put the answers to the basic quesitons into one package so that businesses can find what they need to know about the ISO 9000 standards as quickly and inexpensively as possible.

One of the most important tools at the disposal of the Forum is its newsletter. ISO 9000 News is a regular source of information on the multiple and multi-faceted developments in the field of quality. Coverage in the first issues has been extremely varied, both in subject matter and geographically.

It has included in-depth interviews with some of the major contributors in the quality arena, such as Reg Shaughnessy and Peter Ford, respectively Chairman and Secretary of the ISO Technical Committee 176 which developed the ISO 9000 series. In another interview, John Ware, Managing Director of BSI Quality Assurance, furnished comprehensive answers to the sort of questions occurring to a newcomer to ISO 9000. The newsletter has also interviewed Jacques Repussard, Secretary-General of the European Committee for Standardization (CEN), on the application of ISO 9000 within the context of the European Community.

Reports of recent international symposia have helped indicate the current preoccupations of quality professionals, and the solutions being proposed to solve the problems encountered.

Guest contributors are encouraged to highlight specific issues. This has led to an examination of the reluctance of some companies in the United States who fear ISO 9000 as a barrier to prevent them trading with the European Community. The concern on the part of developing countries that without an international scheme for mutual recognition of ISO 9000 certificates, their exporters will be handicapped has also been highlighted.

Another important part of the ISO 9000 Forum is Application Symposia such as this meeting. These international meetings promote the application of quality management but more importantly provide a forum for the face to face exchange of ideas between users, registration and assessment bodies and quality management specialists. Successful symposia have taken

place in Paris, Tokyo, Brussels, Mexico City and Australia with others planned for Turkey, Helsinki (part of the 1993 EOQ meeting) and Malaysia and proposals in India, Canada, USA.

One of the Forum services mentioned earlier covers publications dealing with quality management and quality assurance. Publications of the ISO 9000 Forum Library include a list of relevant ISO/IEC (International Electrotechnical Commission) guides and associated documents, and a worldwide directory of national third-party registration and assessment bodies.

Forum boundaries

When establishing the ISO 9000 Forum, the ISO Central Secretariat did not want to create a programme that went beyond the required scope. It is important to understand that the ISO 9000 Forum is NOT responsible for:

- changing the ISO 9000 standards (this remains the responsibility of ISO/TC 176, the Technical Committee on quality management and quality assurance)
- preparing accreditation guides (the responsibility of the ISO Committee on conformity assessment, CASCO)

However, the flow of information is intended to be two-way between all these interested parties. The ISO 9000 Forum aims to facilitate communications between newcomers to quality standardization and those who, having already trod the path, have experience to draw on and advice to share.

Indeed, an indication that the communication role of the ISO 9000 Forum is becoming more well known can be demonstrated through some simple examples:

- The European Broadcasting Union recently completed a study regarding the aspects of training in the context of ISO 9000 which has provoked both a future article in the *ISO 9000 News* and specific input into ISO TC/176.
- The constant input to the ISO 9000 Forum regarding the lack of harmonization in the field of registration and assessment have provided CASCO with a wide variety of information which will help them in the development of conformity assessment documents and recommendations.

Conclusion

The ISO 9000 Forum is an important communication tool for all users of the ISO 9000 standards. The future direction of the ISO 9000 Forum will depend on the inter-action generated with ISO 9000 users and those who wish to join their ranks. You can help make this programme a success by joining the ISO 9000 Forum today and sharing your quality management experiences with the international audience of the ISO 9000 Forum.

The ISO Central Secretariat still receives numerous requests for information. We now have a mechanism to respond more completely and coherently to each request.

ITEM 10 OECD ACTIVITIES RELATED TO COPOLCO WORK – REPORT BY AN OECD REPRESENTATIVE

Mutual recognition of safety standards, testing and certification

At its meeting on 20-21 October 1992, the Working Party on Consumer Safety established a Steering Group to examine the possibility of promoting mutual recognition of safety standards, certification and testing procedures for consumer products in OECD countries. The project will build on the findings and recommendations of previous OECD work in this area published in *Consumers, Product Safety Standards and International Trade*. The project has generated significant interest which can be attributed to the unique opportunity to serve both the consumer and those involved in international trade.

The Chairman of the Working Party, Dr. Nils Ringsted, convened the first meeting of the Steering Group in Stockholm, Sweden on 11-12 February 1993. The meeting of the Steering Group included representatives from Canada, Germany, Japan, Sweden, United Kingdom and United States.

The first meeting had the very important task of clearly defining the objectives, scope and structure of the project. Case studies of specific product/industry sectors in major trading areas will examine the extent to which the certification and testing procedures as well as the standards-setting process act as barriers to trade.

Because the project involves actual trade practices, the Steering Group will consider establishing an advisory group comprised of private sector representatives which will assist in selecting case studies and defining the terms of reference. In addition, the advisory group would provide practical guidance regarding the functioning of the standardization and certification systems from their commercial experience. The Steering Group would also look to the advisory group for support and assistance in carrying out the project.

The Steering Group decided that at each of its meetings it will invite local/national representatives of manufacturers of export products, trading offices and standardization and certification organizations to attend in order to solicit their views regarding the issues in this project. The Steering Group will have the opportunity to discuss the trade aspects of standards, testing, and certification with French exporters as well as with French government officials during its meeting in Paris in April. Following the meeting in Paris, the Steering Group plans to meet in Washington, D.C. in May.

Product Safety Workshop

A Product Safety Workshop sponsored by the OECD Centre for European Economies in Transition, the EFTA Secretariat and the Hungarian Consumer Protection Superintendence was held in Budapest on 6-8 December 1992.

The workshop was organized in response to a suggestion by Partners in Transition (PIT) country delegates at the March 92 meeting of the Committee on Consumer Policy. Its aim was to familiarise consumer policy representatives from Eastern and Central Europe (representatives of governmental bodies, standardization institutes and consumer organizations) with the product

safety policies in OECD countries including various approaches and aspects such as the development of safety rules, hazards reaction activities, enforcement problems and international cooperation in this field.

The two-day workshop was organized around four panels made up of 20 speakers from OECD countries and chaired by Dr. Nils Ringstedt, Chairman of the Working Party on Consumer Safety of the OECD Committee on Consumer Policy. The OECD member countries involved included Austria, Canada, Finland, France, Germany, Netherlands, Norway, Sweden, United Kingdom and United States. The EFTA made a substantial monetary contribution to the event and COPOLCO was represented by Dr. Spivak. The participants came from 8 countries: Bulgaria, CSFR, Estonia, Hungary, Lithuania, Poland, Romania and Russia. Mexico which has observer status at OECD meetings was also represented. The total number of participants, including approximately 20 speakers and 20 participants from Hungary, was over 70.

The panel speakers represented government, private industry, academics and independent safety and standards-setting organizations. Presentations by the speakers provided the participants with a unique opportunity to compare the laws, regulations, approaches and organizational structures of product safety systems in OECD countries.

The panels were composed of four to five speakers who made presentations on the following topics:

1) the first panel was devoted to basic national legal structures, institutions, product safety standards and risk assessment approaches;

2) the second panel had presentations regarding product warnings, bans and recalls including legal and administrative practices. Also discussed were case studies and safety campaigns;

3) the issues discussed by the third panel concerned enforcement of safety laws and regulations; and

4) the fourth panel was devoted to the international dimensions of product safety including cooperative efforts, notification and information networks. The panel also considered possible future cooperation.

As a result of the workshop, it became apparent that governments in Central and Eastern Europe and the former Soviet Union are concerned that their countries not become dumping grounds for unsafe products. In addition, as these countries enter more fully into the global marketplace, the need for their products to meet international standards of safety will increase. An effective product safety system which meets the demands of international competition will necessarily result in improved quality control practices by manufacturers and increase their ability to export on world markets.

The workshop participants suggested that consideration be given to future seminars and workshops to build on the work of the Budapest meeting such as those which would assist Eastern and Central European governments in responding to the dumping of dangerous products on their markets.

COPOLCO ACTION

COPOLCO members are invited to comment on the above report.

ITEM 11 IOCU ACTIVITIES WITH RESPECT TO STANDARDIZATION – REPORT BY AN IOCU REPRESENTATIVE

A progress report on the activities of the International Organization of Consumers Unions (IOCU) with respect to standardization will be made orally at the meeting.

For the sake of information, the list of liaisons existing to date between ISO and IOCU is given at annex, from which it can be noted that these have been increasing lately.

COPOLCO ACTION

COPOLCO members are invited to comment on the above and on the report that will be given at the meeting.

ANNEX to
ISO/COPOLCO 238

LIST OF LIAISONS BETWEEN ISO AND IOCU AS OF MID-MARCH 1993

Technical body	Since
ISO/TC 23/SC 13 *Powered lawn and garden equipment*	July 1992
ISO/TC 176 *Quality management and quality assurance*	July 1992
ISO/TC 176/SC 2 *Quality systems*	early 1992
ISO/TC 181 *Safety of toys*	1980
ISO/TC 199 *Safety of machinery*	August 1992

yg/CS930740.012

ISO/COPOLCO 239
March 1993

ITEM 12 STANDARDIZATION AND OTHER RELATED ACTIVITIES IN EUROPE – DEVELOPMENTS OF CONSUMER INTEREST

Towards a new structure for the coordination of consumer participation in standardization in Europe

There has been much discussion in the past few years on the need for a new structure to coordinate the consumer input in standardization. Since almost the beginning of this discussion, it was envisaged that the EFTA countries would form part of a new structure as they have full membership of the European standards organization.

There have been a number of proposals put forward in the course of the last two years. CEN proposed a Consumer Consultative Committee within CEN: 4C, which was an adaptation of the Consumer Network[1] proposal for a consumer representative body and the European Community Consumers Consultative Council (CCC) put forward an idea for a European consumer platform.

All these proposals agreed that the new consumer body should be financed by the Commission and the EFTA Council. The CCC and Consumer Network proposals suggested very similar objectives for the new structure. In fact the CCC proposal was largely based on the Network proposal. However, they did not agree on which body (CEN/CENELEC or an independent association) should host this structure.

The European Community Consumers Consultative Council in particular was anxious that the CEN and Consumer Network proposals tended to envisage a structure parallel to the CCC itself, without any real connection between the two. It was ultimately decided by the CCC that the new consumer representative body should be independent from CEN/CENELEC in order that it would have as wide a remit as possible in respect to representing the European consumers interests in standardization and legislation which referred to standardization. It was also felt that being outside of the standards bodies would ensure the independence of the new body and guarantee its capability to criticise, if necessary, the policy of the standards bodies.

In June 1991, the CCC decided to create a "comité de pilotage" to supervise the work of SECO, the secretariat set up by the CCC to fulfil a coordinating role in the interim period while a proposal was developed for a permanent new structure. The development of a proposal[2] *for the creation of a European standardization structure for consumers* was to be their main task. After some 18 months of discussion a proposal was finally accepted by the Bureau of the CCC in December 1992.

This proposal recommends that the new structure should take the form of a European Association registered in accordance with Belgian law. One representative would be appointed by each European state (EC/EFTA) by the body representing national consumer organizations in a similar manner to which the representatives on the EC and EFTA CCCs are chosen. There would be four and two representatives from the EC CCC and EFTA CCC respectively to give a

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1 Consumer Network: an informal network of those responsible for drafting standards affecting consumer affairs – groups consumer contacts of the National Standardization Institutes.

2 by Mr. Goubier

total of 24 members. In addition there will be a recommendation to the General Assembly of the new body that they should lay down rules for the appointment of an observer from each country. This could be a technical expert or, where a national consumer standards committee exists, the secretary of such a committee. There would also be observers invited from the EC Commission CPS, the EFTA consumer service, the ISO COPOLCO, the Testing and Safety organizations (e.g. IT and ECOSA), CEN, CENELEC and ETSI as well as the possibility of national observers appointed in accordance to the recommendation outlined above.

An executive would then be chosen from the General Assembly and a President. This new political structure would be set in place on top of the existing coordination structure that exists in SECO. There are at present five working groups: Child Safety, Gas appliances, Electrical appliances, Safety of machinery and Traffic safety. There is then a coordination group which oversees the work of these groups. The groups bring together consumer experts working in standards from consumer organizations, in standards bodies consumer councils such as the DIN Consumer Council, the British Standards Institute Consumer Policy Committee and AFNOR, and from Safety and Testing organizations such as IT and ECOSA. In these working groups experience is shared and the consumer representation work coordinated.

The new structure has a mandate to coordinate European Standardization in its broadest sense. It is envisaged that this will include contact with committee 83/189 of the Commission, commenting on draft legislation which makes a reference to standardization and taking a more pro-active role in trying to get consumer priorities dealt with. SECO at present has also liaised with IOCU to provide consumer representation on the international stage where this work has a real relevance to European consumers. This has involved observers being sent to ISO, IEC and especially to the United Nations Economic Commission for Europe, where there is very important traffic safety work going on. It is also hoped that the creation of this new European structure will act as a catalyst improving some of the national arrangements for consumer participation in standardization e.g. helping to launch the formation of consumer councils in those countries where they still do not exist.

It is envisaged that SECO would continue to assure the secretariat for the new structure for a limited period. Once the structure was properly constituted it would be able to decide for itself where the office should be situated and what arrangements there should be for the provision of the secretariat.

Once formal approval has been given by both the EFTA CCC and the EC CCC, the proposal will be able to be taken to the Commission and EFTA secretariat as a joint EC and EFTA consumers proposal for a new coordination body. The hope is that the General Assembly of the new structure may be able to hold its first meeting in October 1993.

COPOLCO ACTION COPOLCO members are invited to note the above information conveyed by SECO.

ITEM 13 COPOLCO EVENTS IN 1994 (WORKSHOP AND PLENARY MEETING)

The Nederlands Normalisatie-Instituut (NNI), the ISO member body for the Netherlands, has confirmed its intention to invite COPOLCO to hold its 1994 workshop and plenary meeting in the Netherlands.

The meetings will take place in The Hague, a city which has many suitable facilities with respect to conference rooms and hotel accommodation, and which is about 35 minutes by train from Amsterdam International Airport (Schiphol).

The host has given thought to the theme for the workshop, both from the national and international points of view, and has come to the conclusion that the best choice would be *Information technology and telecommunications*. This field, with its rapid technological developments, is strongly influencing society, and the life and well-being of many consumers around the world, and this influence is expected to become even greater in the near future.

Additional information will be given at the meeting by the NNI delegation.

COPOLCO ACTION COPOLCO is invited to comment on the above report.

ITEM 14 REVIEW OF THE COPOLCO WORK PROGRAMME

A draft work programme prepared by the secretariat and taking into account developments since the last COPOLCO meeting is attached at annex.

It is anticipated that some of the decisions to be taken by COPOLCO during the meeting will entail changes in the attached work programme.

COPOLCO ACTION

COPOLCO members are invited to consider the current COPOLCO work programme set out in the annex with a view to its submission to Council for endorsement, subject to any changes required as a result of the fifteenth meeting.

ANNEX to
ISO/COPOLCO 241

DRAFT COPOLCO WORK PROGRAMME

1. Priority items

1.1 Study of consumer participation in international standards work of consumer interest with a view to reporting on any lack of consumer participation and study of the financing of consumer participation in standards work. **At regular intervals.**

1.2 Definition and identification of work to be initiated in new areas of standardization in the field of consumer needs - after proper justification.

1.3 Review of the question of standards work for services of significance to consumers, on the basis of information received from COPOLCO members.

1.4 Revision of ISO/IEC Guide 14 *Product information for consumers*. **1993.**

1.5 Revision of ISO/IEC Guide 37 *Instructions for use of products of consumer interest*. **1993.**

1.6 Revision of ISO Guide 41 *Standards for packaging – Consumer requirements*. 1993.

1.7 Revision of the existing criteria for setting priorities from the consumer's point of view. **1993.**

2. Items concerning periodical tasks

2.1 Coordination of the review of the ISO and IEC technical programme from the consumers' point of view. **Yearly.**

2.2 Updating of the list of priority items from the consumers' point of view against the priority criteria established by COPOLCO. **Yearly.**

2.3 Progress report on conformity assessment, quality assurance and certification. **Yearly.**

2.4 Organization of workshops within the framework of COPOLCO meetings to provide an opportunity for exchanging information on relevant national experience on selected themes and determining any appropriate action. **Yearly.**

2.5 Publication and circulation of a newsletter (Consumer Communiqué) based on information received from member bodies regarding their current activities of consumer interest and on information available at the ISO Central Secretariat. **Twice a year.**

2.6 Preparation and circulation to COPOLCO members of lists of documents, publications, audio-visual material, etc., concerning standards work of consumer interest in the countries of the COPOLCO members and of similar material and publications prepared by ISO and IEC. The listed material should originate from standards bodies. **Every two years.**

2.7 Updating of the selective list of international standards relating to products, services or test methods of consumer interest.

2.8 Updating of the leaflet *Information on COPOLCO.*

2.9 Updating of the brochure *Standards and the consumer-Information for the guidance of consumers engaged in standardization.*

3. Items still under review

3.1 Follow-up to the workshop *The car and the consumer.*

3.2 Follow-up to the workshop *Good and safe food – How can standards help?*

3.3 Follow-up to the workshop *Consumer needs in environmental labelling and product assessment.*

ISO Council Committee on development

27th meeting
Geneva, 26-27 April 1993

Working documents

ISO/DEVCO 215
February 1993

THE TWENTY-SEVENTH MEETING OF THE COUNCIL COMMITTEE ON DEVELOPMENT (DEVCO)

to be held on 26 and 27 April 1993 in Room IX, International Labour Office, 4 rue des Morillons, Geneva

Opening of the first session: 10.00

DRAFT AGENDA

		Document
1.	Opening of the meeting	
2.	Adoption of the agenda	ISO/DEVCO 215
3.	Tabling of the minutes of the 26th meeting held in Madrid on 1-2 October 1992	ISO/DEVCO 216
4.	Report of the secretariat for the period November 1991 to February 1993	ISO/DEVCO 250
5.	Report by the Chairman on	
5.1	Annual meeting of the regional liaison officers	
6.	Implementation of the ISO Development Programme 1992-1994	ISO/DEVCO 251
6.1	Identification & accommodation of standardization needs in developing countries	
6.2	Preparation and publication of development manuals	
6.3	Regional training seminars	
6.4	Robert Otteng fellowships	
6.5	Assistance in establishing training arrangements under bilateral and multilateral programmes	
6.6	Training of technical officers for ISO/TC/SC Secretariat functions	
6.7	Participation in ISO standards committee meetings	
6.8	Development of International Standards related to products	
6.9	Documentation and information systems	
6.10	Publicity and public relations	

ISO/DEVCO 249
February 1993

THE TWENTY-SEVENTH MEETING OF THE COUNCIL COMMITTEE ON DEVELOPMENT (DEVCO)

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5.	Report by the Chairman on	
	5.1 Annual meeting of the regional liaison offficers	
6.	Implementation of the ISO Development Programme 1992-1994	ISO/DEVCO 251
	6.1 Identification & accommodation of standardization needs in developing countries	
	6.2 Preparation and publication of development manuals	
	6.3 Regional training seminars	
	6.4 Robert Oteng fellowships	
	6.5 Assistance in establishing training arrangements under bilateral and multilateral programmes	
	6.6 Training of technical officers for ISO/TC/SC Secretariat functions	
	6.7 Participation in ISO standards committee meetings	
	6.8 Development of International Standards related to products	
	6.9 Documentation and information systems	
	6.10 Publicity and public relations	

7.	UNIDO	ISO/DEVCO 252
	7.1 Report of the eleventh meeting of the joint UNIDO/ISO Committee	
	7.2 Support for the ISO Development Programme	
8.	Technical assistance to developing countries	ISO/DEVCO 253
	8.1 Reports by DEVCO members and International Organizations	
	8.2 Courses in Standardization	
9.	Council resolutions of interest to DEVCO Members	ISO/DEVCO 254
10.	Feasibility of establishing an international system for the recognition of certification bodies	ISO/DEVCO 255
11.	ISO/World Bank Seminar	ISO/DEVCO 256
12.	Cooperation with REMCO	ISO/DEVCO 257
13.	Marketing Standardization	
14.	ISO 9000 Forum	ISO/DEVCO 258
15.	Date and place of the next meeting	
16.	Any other business	

ITEM 4 REPORT OF THE SECRETARIAT FOR THE PERIOD NOVEMBER 1991 TO FEBRUARY 1993

The various decisions taken by DEVCO at its 26th meeting have been followed up by the DEVCO secretariat and the actions taken on them are described below:

4.1 DEVCO resolution 2/1991

As reported at the 26th meeting of DEVCO, DIN, the ISO Member Body for Germany, made a contribution to the ISO Development Programme towards the provision of ISO Standards to several universities in the developing countries. In addition to the libraries of the universities of the Member Bodies in Jamaica, Pakistan and the Philippines, two more sets of International Standards were sent to universities in Brazil and Egypt.

4.2 DEVCO resolution 3/1991

The Development Manual entitled *Participation in International Standardization* was published early in 1992 and sent to ISO Members. A further manual on the *Organization and development of a national standards information centre* is in the final stages of preparation with the assistance of staff from ANSI (USA) and SCC (Canada). A more detailed report on this subject can be found under agenda item 6.2

4.3 DEVCO resolution 4/1991

Work had already begun on the draft of the Development Manual on *Quality Management and application of ISO 9000*. However ISO was approached by ITC to issue a joint publication on this topic in an advanced stage of preparation. Further information on this Manual is contained under agenda item 6.2.

4.4 DEVCO resolution 5/1991

As called for in this resolution a promotional leaflet on the Development Manuals was produced by the ISO and widely disseminated to its Members. UNIDOand ITC were also sent quantities of the flier and were asked to include it in their documents despatches. Finally, the Regional Liaison Officers received supplementary quantities of the flier to distribute in their respective regions. Publicity on the manuals as a result of this promotional leaflet appeared in the ISO Bulletin, ITC periodical *Export Quality* and other periodicals, copies of which are annexed to document ISO/DEVCO 251.

4.5 DEVCO resolution 6/1991

In 1992, contributions to the funds-in-trust were received from CSBTS (China), SII (Israel), LNCSM (Libya), TTBS (Trinidad and Tobago) and from SNZ (New Zealand).

4.6 DEVCO resolution 7/1991

In response to this DEVCO resolution, Council in 1992 adopted resolution 30/1992 creating a third category of membership within ISO for countries with very small economies which, because of their low level of development and precarious industrial and economic structure, could only benefit to a very minor extent from correspondent membership. The Council resolution lays down the conditions pertaining to the new category of subscriber membership and is contained in document ISO/DEVCO 254.

4.7 DEVCO resolution 8/1991

Two sets of itinerant seminars on Quality Management and ISO 9000 were held during 1992, the first financed by BSI (United Kingdom) and held in three countries of the Arab region, Tunisia, Egypt and Saudi Arabia with participants from the other countries of the region. The second was financed by DIN (Germany) and was held in Hong Kong, Thailand and Malaysia. A report on these seminars is contained under agenda item 6.3.

4.8 DEVCO resolution 9/1991

A further one week ISO/SIDA seminar for the SADCC countries, on Laboratory Accreditation, was held in Dar es Salaam in July 1992 and is reported in detail under agenda item 6.3.

4.9 DEVCO resolution 10/1991

Thanks to the generous offers of training received from BSI, DIN and JISC in 1992, officers from national standards bodies in the developing countries were sponsored to undertake training in the fields of interest to them under the Robert Oteng Fellowship Scheme. A full report on this training is contained under agenda item 6.4.

4.10 DEVCO resolution 11/1991

According to the terms of this resolution, draft Guidelines on *Actions to be taken to initiate the establishment of International Standards by developing countries* were prepared by the DEVCO secretariat and circulated to the members of DEVCO for comments. Many replies have been received from members approving the document. A copy of these draft guidelines is attached as annex 4 to ISO/DEVCO 251. Follow-up action is proposed under agenda item 6.8.

4.11 DEVCO resolution 12/1991

With reference to the followup to UNIDO project UC/GLO/89/274, the Regional Liaison Officer for South Asia and Iran submitted a project proposal to UNIDO through ISO. The RLO for the Caribbean region is coordinating with UNDP to make a collective project proposal through the CARICOM Council. Finally, at the RLO meeting in April 1992, it was reported that ARSO was also submitting a project to UNIDO, but no information has been received on this.

4.12 DEVCO resolution 13/1991

In September 1992, Council adopted a resolution (28/1992) requesting CASCO to submit to Council not later than May 1993 after the CASCO meeting, a comprehensive report, taking account of activities in other organizations, on its studies of means to promote and achieve mutual recognition of conformity assessment activities with special urgency given to a study of the possibility for an international system for accreditation of quality system registration bodies to be established. BSI has proposed a system of peer group evaluation between

certification bodies, where all within the system can accept the validity of certificates issued by others and has agreed to prepare draft documents to be available in due course for possible consideration by CASCO.

The Chairman of CASCO has undertaken to pursue the BSI proposal, and other activities, and submit a plan of action for the next meeting of CASCO. The results of the CASCO/WG8 and CASCO Chairman's group meetings held on ll December l992 can be found under agenda item 10 (document ISO/DEVCO 255).

4.13 DEVCO resolution 14/1991

The draft Development Programme for 1992-1994 was approved by Council in Madrid in October l992, (Council resolution 34/1991) and circulated to the participants at the 15th General Assembly meeting. It was thereafter distributed to all ISO Members.

4.14 DEVCO resolution 15/1991

The COPOLCO/DEVCO Workshop on *Preventing Accidents and promoting Safety* will be held in Geneva immediately after the 27th meeting of DEVCO, on 28 April l993.

4.15 DEVCO resolution 16/1991

A joint ISO/World Bank seminar was held at the Headquarters of the World Bank in Washington from 4 to 5 November l991, on the *Role of Standardization in Economic Development*. A report on the seminar is contained in document ISO/DEVCO 256.

4.16 DEVCO resolution 17/1991

The Chairman of DEVCO reported the concerns of DEVCO on this matter in his report to the Council meeting in Madrid on 3-4 October 1991.

ITEM 5 REPORT BY THE CHAIRMAN ON

5.1 Annual meeting of the regional liaison officers

The meeting, which will be held on 25 April 1993, will be orally reported upon by the Chairman of DEVCO.

ITEM 6 IMPLEMENTATION OF THE ISO DEVELOPMENT PROGRAMME 1992-1994

6.1 Identification and accommodation of standardization needs in developing countries

This is an ongoing activity associated and coordinated with each of the other elements of the programme. The work involves a constant identification of needs by region, assisted by the regional liaison officers through their standardization activities in the various regions, and through visits of the ISO Secretary-General and his staff to the countries of ISO members. Further assistance to the ISO developing country members is provided by ISO by way of regular information on courses on standardization and related matters available worldwide. Specific projects undertaken within the context of the Development Programme (such as the evaluation of seminars),or within the Central Secretariat (such as a survey of technical requirements) also bring to light specific needs.

DEVCO ACTION DEVCO members are invited to note the above information

6.2 Preparation and publication of development manuals

As already reported under agenda item 4, Development Manual 7 entitled *Participation in International Standardization* was published early in 1992 and sent to ISO Members. A further manual on the *Organization and development of a national standards information centre* is in the final states of preparation with the assistance of staff from ANSI (USA) and SCC (Canada). This latter manual should be ready for publication during 1993. The first revision of Development Manual 1 entitled *Establishment and management of a national standards body* has been received from the authors and reviewed. It is also expected to be published during 1993.

Preparations for writing a Development manual entitled *Quality management and the application of ISO 9000* were underway and members of the author panel were nominated by 7 DEVCO members. However, ISO has been approached by ITC to issue as a joint publication a book covering exactly the same topic and including ISO 9000 standards as well. ITC informed ISO that they had engaged Mr. H. Lal, ex-Director of BIS to write the explanatory part of that book. Since Mr. Lal had done an excellent job and produced a text covering precisely the area envisaged for the proposed development manual, it was decided to recommend the book, expected to be published in 1993, to DEVCO members.

DEVCO Members will recall that at the last meeting, it was decided to prepare a promotional leaflet for the already-published Development Manuals which were not receiving wide enough dissemination. A promotional flier has therefore been produced by ISO and was circulated to its Member Bodies early in 1992. To ensure as wide a distribution as possible of the flier, UNIDO and ITC agreed to include the flier in their despatch of documents, and the ISO regional liaison officers were sent supplementary quantities of the flier for distribution within their respective regions. As a result of this promotional activity, some articles on the manuals appeared in the press and are annexed for the information of DEVCO members. (Annex 1 to ISO/DEVCO 251). Copies of the flier will also be available at the DEVCO meeting.

DEVCO ACTION DEVCO members are invited to note the above information

6.3 Regional training seminars

As reported under agenda item 4, with the generous contributions of BSI/RESOURCE (United Kingdom) and DIN/DGQ (Germany), two regional itinerant seminars were held in 1992 in six countries of two regions of ISO on Quality Management and ISO 9000.

The first set of three seminars sponsored by BSI/RESOURCE (United Kingdom), were held for the Arab region and Turkey in February 1992 and hosted by INNORPI (Tunisia), EOS (Egypt) and SASO (Saudi Arabia). The seminar programme covered three days in each of the three towns Tunis, Cairo and Riyadh, and of the three lecturers who offered their services freely, two were selected by the BSI Quality Assurance Training Services and one was the ex-Head of NAMAS, UK. Participants at the Tunis seminar came from Albania, Algeria, Libya, Mauritania, Morocco and Tunisia; participants at the Cairo seminar came from Jordan, Turkey, Syria and Egypt and participants at the Riyadh seminar came from Bahrain, the Sultanate of Oman, Kuwait, United Arab Emirates and Saudi Arabia. A total of 420 people attended the seminars in the three countries, with heavy representation from industry.

The second set of three seminars was sponsored by DIN/DGQ (Germany), and held for the Asian countries in April 1992. They were hosted respectively by the Hong Kong Government Industry Department, TISI (Thailand) and SIRIM (Malaysia). The programme, similar to the one for the Arab countries, covered three days in each of the three towns, Hong Kong, Bangkok and Kuala Lumpur. The two lecturers were both from the German Society for Quality (DGQ). A total of 260 people attended the three seminars, the majority of whom were executives from industry.

At each of the six seminars, the participants were requested to make their recommendations for future action on Quality Management and ISO 9000 implementation. These recommendations are attached as annex 2 to ISO/DEVCO 251.

DIN/DGQ have offered to sponsor a further itinerant seminar in 1993 in Latin America which will take place in March/April 1993, and will be hosted by COVENIN (Venezuela), ABNT (Brazil) and IRAM (Argentina). BSI/RESOURCE have also offered to sponsor a series of itinerant seminars in 1993 in Latin America which will take place in August/September of 1993 and will be hosted by ABNT (Brazil), IRAM (Argentina) and INN (Chile).

A seminar for the SADCC region was held in July 1992 sponsored by SIDA on the topic of Laboratory Accreditation and was hosted by TBS (Tanzania) at its headquarters in Dar es Salaam. Eighteen participants attended the seminar from Botswana, Malawi, Mozambique, Tanzania, Zambia and Zimbabwe. Two lecturers travelled to Dar es Salaam from the National Measurement Accreditation Service (NAMAS), United Kingdom.

DEVCO ACTION DEVCO members are invited to note the above information, and comment on its as necessary.

6.4 Robert Oteng Fellowships

This element of the Development Programme provides for training of officers from national standards institutions in the developing country members of ISO, who have demonstrated strong potential for further involvement in the practice of one of the specialized disciplines of standardization; the training takes place in a national standards body in an industrialised country, member of ISO. This training therefore depends on the generosity of the ISO Members in the industrialised countries for the training and facilities, and also depends on the funds available in the Development Programme Funds-in-Trust account to cover the travel, accommodation and subsistence for each trainee.

Since its inception at the beginning of 1990, the Fellowship scheme has offered training to eight candidates from the national standards bodies of BPS (Philippines), CYS (Cyprus), JBS (Jamaica), MISM (Mongolia), SISIR (Singapore),TBS (Tanzania), TISI (Thailand) and TCVN (Viet Nam), thanks to generous training support from BSI, DIN, JISC and SCC.

AFNOR (France) is offering to train up to twenty officers as of March 1993 in France under their yearly training programme, and two officers, from COVENIN (Venezuela), and Mali, are undergoing training with AFNOR in March 1993.

The DEVCO secretariat is very grateful for this offer from AFNOR. However, taking account of the fact that the above-mentioned expenses (travel, accommodation and subsistence) are covered from the Funds-in-Trust, it is not sure whether such a large number of trainees can be accommodated from the limited funds available in that Fund. Contributions to the fund in 1992 were received from five countries including CSBTS (China), LNCSM (Libya), SNZ (New Zealand), SII (Israel) and TTBS (Trinidad and Tobago), to whom grateful thanks are due.

It is hoped that in 1993, countries will see their way to making contributions to the Funds-in-Trust so that the Development Programme can continue to fund its existing programmes.

DEVCO ACTION DEVCO members are invited to note the above information and the generous contributions to the Fellowship Scheme, and discuss future contributions to the Funds-inTrust

6.5 Assistance in establishing training arrangements under bilateral and multilateral programmes

As is customary every year, the Development Programme collected information on training courses in standardization and related fields by ISO members bodies. This information was disseminated to ISO members from developing countries who are thus able to apply for the training of their personnel in these courses.

In order to respond to increasing requests for assistance under this element of the programme in the form of the provision of names of experts to carry out specific training or advisory missions in the developing countries, the existing roster of experts has been computerised and names of experts are more rapidly accessible.

In June 1992, a circular letter was sent to all ISO Members requesting them to assist the DEVCO secretariat to update the existing records of specialists in standardization and related matters, by providing data on experts whom they considered competent to undertake assignments in developing countries. The response to this circular has been very positive and the roster expanded with updated and new information.

During the period under review, assistance was extended to the following national standards bodies:

- an expert from Denmark was asked to contact UNIDO who had asked the DEVCO secretariat for the name of an expert to fill a post in quality systems;

- the ISO Correspondent Member from the Sultanate of Oman requested the name of a specialist in quality control for a one year mission. As a first step it was suggested that the project be reorganized as a split mission to save costs.

- A request was received at the DEVCO secretariat from PNGS (Papua New Guinea) for an expert to run a training workshop to create awareness on the importance of quality concepts and promote quality. UNIDO was asked to assist and contacted PNGS to ascertain the terms of reference of the expert.

- The names of six experts were sent to the TTBS (Trinidad and Tobago) following a request from them for experts for a World Bank project .

- The Correspondent Member from Mali made a request for a speaker for a seminar on standardization and quality control. As the Development Programme only runs seminars for regions and not individual countries, the Director, Development Programme offered to visit Mali and make a presentation on the subjects of interest to them.

- During the ISO/World Bank seminar in Washington, the Director Development Programme was asked to provide the name of an expert in standardization to undertake a mission in Burundi to study the mode of organization and functioning of the recently established Bureau Burundais de Normalisation (BBN) under a USAID project. The name of an expert was provided and he was chosen to carry out the Mission

- CVs of experts in quality management were sent to EOS (Egypt) and they were provided with the names and addresses of metrology institution in Europe for possible cooperation in the field of industrial calibration.

DEVCO ACTION DEVCO members are invited to note the above information

6.6 Training of technical officers for ISO/TC/SC secretariat functions

Under this element of the Programme, training was extended to the new Secretary of ISO/TC 45/SC 4 - Rubber and Rubber Products - Miscellaneous Products, from SIRIM (Malaysia) who has taken over the secretariat of this sub-committee. The training was carried out at ISO Central Secretariat and in the USA thanks to cooperation with ANSI (USA). The secretary of TC 45/SC 4 was also sponsored to attend the meeting of ISO/TC 45/SC in Canada in the Autumn of l992. Her report is annexed for the information of DEVCO (Annex 3).

ISIRI (Iran) has requested ISO/TC Secretariat training for the secretaries of ISO/TC 134 *Fertilizers and Soil Conditioners.* CSBTS (China) has taken up the new secretariat of TC 202 *Microbeam analysis* and has requested the secretariat of TC 3G/SC4 *Wood-working Machines.* They are therefore eligible for secretariat training, depending on available funds

DEVCO ACTION DEVCO members are invited to note the above information and comment as necessary

6.7 Participation in ISO standards committee meetings

In 1991 and 1992, the following persons were sponsored by ISO to attend meetings of ISO technical committees or subcommittees:

in 1991:

- one officer from NC (Cuba) attended TC 126 and SC 2
- one officer from CSBTS (China) attended TC 164/SCs 4
- one officer from MBS (Malawi) attended TC 34/SC 3

in 1992:

- one officer from BIS (India) attended TC 45
- one officer from CSBTS (China) attended TC 176/SC1
- one officer from SIRIM (Malaysia) attended TC 45
- one officer from SNIMA (Morocco) attended TC 38/SCs 1 and 2

For l993, offers of sponsorship have been extended to ESA (Ethiopia), TISI (Thailand), DSN (Indonesia), TBS (Tanzania), and NC (Cuba).

DEVCO ACTION DEVCO members are invited to note the above information

6.8 Development of International Standards related to products

Short reports on the latest publications of Standards for products and new work items will be presented to DEVCO by the ISO Technical Officers concerned.

One particular product of interest is bamboo, an important material in many developing countries as the economic value of bamboo production worldwide is estimated at USD 7 billion annually. It is used for housing, furniture, handicrafts and engineering. However, the use of bamboo as a building and engineering material is largely uncontrolled.

ISO received a letter from Dr. J. Janssen of the Technical University of Eindhoven in the Netherlands, a member of the Bamboo Group of the International Union of Forestry Research Organizations (IUFRO), in which he enquired about the procedure to be followed to develop and publish International Standards for bamboo as a building and engineering material. He explained that applied research was being carried out in this field in several countries and coordinated internationally by the Bamboo Group and CIBW18B. They would be interested eventually in approaching ISO to publish a series of International Standards in this field.

While explaining to the enquirer the procedural aspects for developing ISO Standards and how this could be coordinated through ISO Member Bodies in the countris that have an interest in this field, two Regional Liaison Officers were consulted, the RLO for the South East Asia region and the RLO for the South Asia and Iran region. In their replies both indicated that interest in this field existed in their regions: Mr. Bhullar indicated that a number of Indian Standards in this field had already been published; Mr. Navarrete said that studies were being conducted in the Philippines on bamboo as a building material that would be included in the national building code. They both indicated that their countries would be interested in participating in international standardization work in this field. Mr. Navarrete added that Hong Kong was also amenable to setting International Standards for bamboo.

As a result of DEVCO resolution 11, adopted at its Twenty-sixth meeting in Madrid 1991, the DEVCO secretariat prepared in consultation with the ISO Regional Liaison Officer draft Guidelines on *Actions to be taken to initiate the establishment of International Standards needed by developing countries*. These draft Guidelines were circulated to DEVCO members in September 1992 for comment. They are attached as annex 4 to ISO/DEVCO 251. The replies and comments received from Members on these guidelines are attached as annex 5.

It is proposed to submit these Guidelines to Council for its approval and subsequent publication by ISO.

DEVCO ACTION DEVCO members are invited to approve the Guidelines for submission to Council

6.9 Documentation and information systems

This element of the the Programme is covered by various other activities of the DEVCO secretariat. For instance, the Fellowship reported under item 6.4 concerning the training of an officer from BPS with BSI covered training in standard promotion/information; also, one of the Development Manuals currently being prepared is entitled *Organization and development of a national standards information centre.*

Members will undoubtedly be aware that the International Classification for Standards (ICS) has been published and circulated to ISO Members. The Head, ISO/IEC Information Centre will make a short presentation to DEVCO members on this subject for the information of DEVCO members and will answer any question they may have in this field (Annex 6 to ISO/DEVCO 251).

DEVCO ACTION DEVCO members are invited to note the information provided by the Head of the ISO/IEC Information Centre

6.10 Publicity and public relations

One objective of the ISO/World Bank seminar, a full report of which is contained in document ISO/DEVCO 256, was to create awareness amongst donors and international organizations of the importance of including a standardization component in all their projects.

The joint COPOLCO/DEVCO Workshop which was to be held in 1992 and which was cancelled with the DEVCO meeting in 1992, will now take place on 28 April 1993 immediately following the Twenty-seventh meeting of DEVCO. The topic for the joint workshop is *Preventing Accidents and Promoting Safety – The role of standardization.*

The Head, Promotion and Press Services, will present a report on the promotion work being undertaken within the ISO Central Secretariat for the information of DEVCO members and will answer any questions which members may have concerning this report.

DEVCO ACTION DEVCO members are invited to note the report presented by the Head, Promotion and Press Services and the date of the joint COPOLCO/DEVCO Workshop

ITEM 6.2 PREPARATION AND PUBLICATION OF DEVELOPMENT MANUALS

PRESS COVERAGE OF ISO DEVELOPMENT MANUALS

CBI News Bulletin, January 1993

ISO manuals specifically for developing countries

Small and medium-sized enterprises in the developing countries can now benefit from a series of booklets produced by ISO. Short but concise and using easily understood terms, these publications treat international norms and their application, also the norms for exporting and certification.

The titles are:

- Establishment and Management of National Standards Bodies
- Training of Technical Staff, National Level and Company Level
- Teaching of Standardization in Institutions of Higher Learning in Developing Countries
- Development and Organization of a Company Standards Department
- Participation in International Standardization.

They can be obtained from your National Normalization Institute, or by contacting ISO at the following address:

ISO Central Secretariat
Case Postale 56
CH-1211 Geneva 20
Switzerland
Phone: +41-22 74 90 111
Fax: +41-22 73 33 430
Telex: 412205 ISO CH

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30 JUILLET 1992

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Les manuels ISO peuvent profiter à toute entreprise

L'Organisation internationale de normalisation (ISO), grâce à une série de publications destinées initialement aux pays en développement, aide les petites et moyennes entreprises à se placer sur les marchés mondiaux.

En effet, l'ISO avait à l'origine commandé une série de publications destinées à aider les pays en développement à vendre leurs produits sur les marchés mondiaux. Un exposé simple et direct sur les normes internationales, leur application, les normes d'entreprises, l'utilisation des normes pour l'exportation et la certification était indispensable pour aider les fabricants et les exportateurs à faire accepter leurs produits dans le monde entier.

Selon M. Anwar El-Tawil, directeur du programme de l'ISO pour le développement, il était nécessaire de disposer d'une série de documents «qui comporteraient peu de jargon spécialisé et seraient acceptés, dans les pays en développement, par les petites et moyennes entreprises et les personnes travaillant dans des organisations de normalisation».

Or, toujours selon M. El-Tawil, «les petites et moyennes entreprises semblent rencontrer les mêmes problèmes, qu'elles se trouvent ou non dans des pays en développement. Nous avons été parfois surpris de découvrir que certaines de ces publications étaient demandées par des lecteurs des pays industrialisés, ce qui montre bien que la normalisation intéresse tout le monde.»

Les manuels pour le développement proposent des exposés simples et concis qui ont pour objet d'aider à comprendre les processus inhérents à la normalisation à tous les niveaux: normalisation d'entreprise, nationale, régionale et internationale. Ils couvrent les principes de base et les aspects pratiques de l'application des normes dans les entreprises et pour l'exportation, mais aussi la certification, la participation à la normalisation internationale et d'autres sujets.

Les titres suivants ont paru à ce jour et peuvent être obtenus auprès de l'ISO et de ses comités membres dans le monde:

• Création et gestion d'un organisme national de normalisation.
– Le fonctionnement d'un système de certification.
– Formation du personnel technique - niveau national et niveau de l'entreprise.
– Enseignement de la normalisation dans les établissements d'études supérieures dans les pays en développement.
– Développement et organisation du département des normes d'une entreprise.
– Application des normes.
– Participation à la normalisation internationale.

A consulter également, les brochures suivantes:
– Introduction à la normalisation.
– Utilisation pour l'exportation.
– Principes gouvernant la sélection, l'adoption ou l'adaptation des normes internationales à des fins nationales.

Pour un complément d'informations, veuillez écrire à l'ISO à l'adresse ci-dessous:
ISO, service de documentation,
Case postale 56,
1211 Genève 20
Tél. (022) 749 01 11

ENTREPRISE ROMANDE
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E 24 juillet 1992

Normalisation

Des manuels qui peuvent être utiles aux entreprises

L'Organisation internationale de normalisation (ISO), grâce à une série de publications destinées initialement aux pays en développement, aide les petites et moyennes entreprises à se placer sur les marchés mondiaux.

En effet, l'ISO avait à l'origine commandé une série de publications destinées à aider les pays en développement à vendre leurs produits sur les marchés mondiaux. Un exposé simple et direct sur les normes internationales, leur application, les normes d'entreprises, l'utilisation des normes pour l'exportation et la certification était indispensable pour aider les fabricants et les exportateurs à faire accepter leurs produits dans le monde entier.

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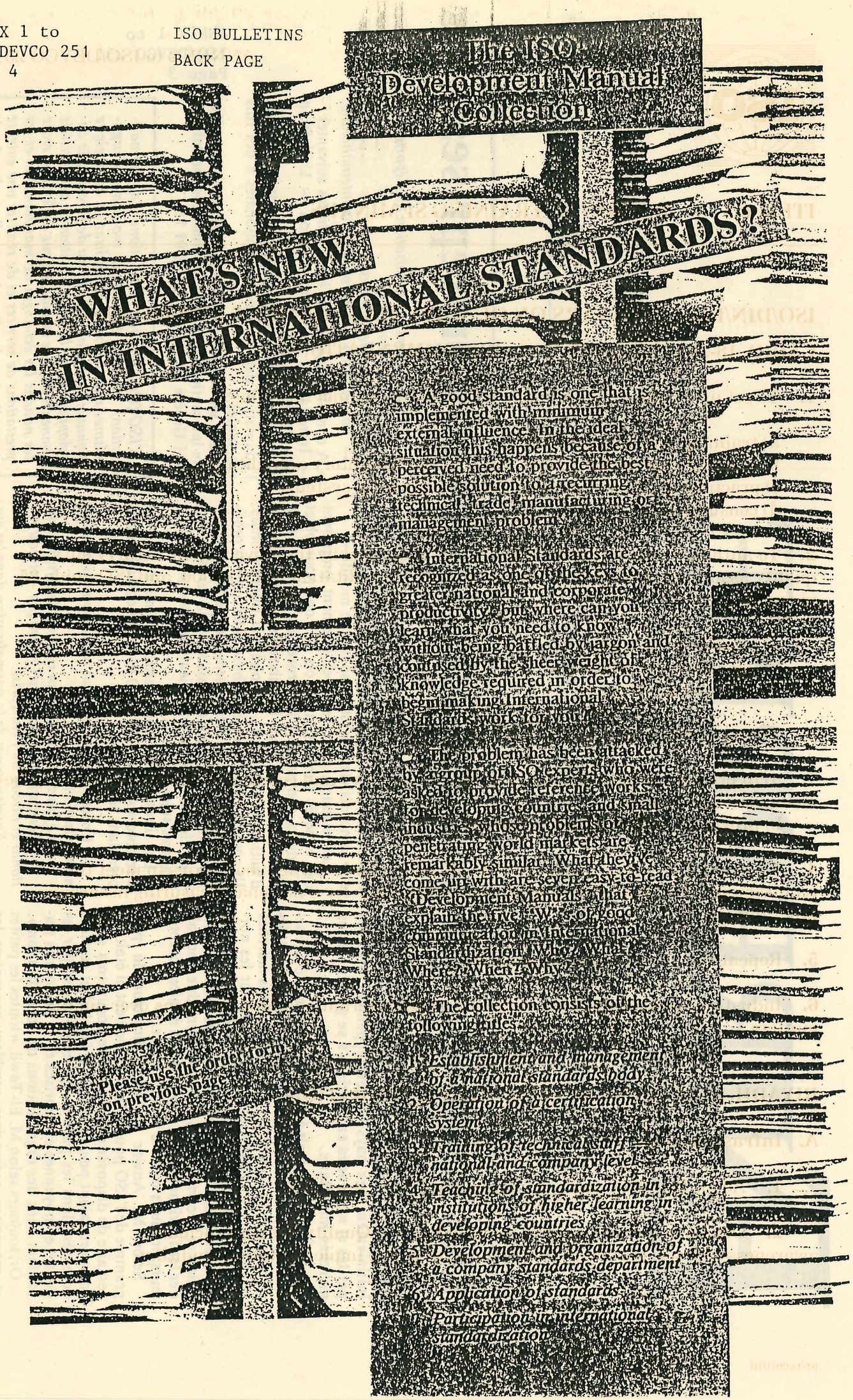
— *Application des normes.*
— *Participation à la normalisation internationale.*

A consulter également, les brochures suivantes :
— Introduction à la normalisation — Utilisation pour l'exportation.
— Principes gouvernant la sélection, l'adoption ou l'adaptation des normes internationales à des fins nationales.

Pour un complément d'informations : Organisation internationale de normalisation, case postale 56, 1211 Genève 20, tél. (022) 749 01 11.

L'ISO (Organisation internationale de normalisation) est une fédération mondiale d'organismes nationaux de normalisation de quelque nonante pays. Son objectif est de favoriser le développement de la normalisation et des activités connexes dans le monde, en vue de faciliter entre les nations les échanges de marchandises et les prestations de services et de réaliser une entente mutuelle dans les domaines intellectuels, scientifiques, techniques et économiques.

ANNEX 1 to
ISO/DEVCO 251
Page 3


The ISO Development Manual Collection
WHAT'S NEW IN INTERNATIONAL STANDARDS?
A good standard is one that is implemented with minimum external influence. In the ideal situation this happens because of a perceived need to provide the best possible solution to a recurring technical, trade, manufacturing or management problem.
International Standards are recognized as one of the keys to greater national and corporate productivity, but where can you learn what you need to know without being battled by jargon and confused by the sheer weight of knowledge required in order to begin making International Standards work for you?
The problem has been attacked by a group of ISO experts who were asked to provide reference works for developing countries and small industries whose problems of penetrating world markets are remarkably similar. What they've come up with are seven easy-to-read Development Manuals that explain the five "W's" of good communication in International Standardization: Who? What? Where? When? Why?
The collection consists of the following titles:
1. Establishment and management of a national standards body
2. Operation of a certification system
3. Training of technical staff — national and company level
4. Teaching of standardization in institutions of higher learning in developing countries
5. Development and organization of a company standards department
6. Application of standards
7. Participation in international standardization
Please use the order form on previous page.

ITEM 6.3 REGIONAL TRAINING SEMINARS

ISO/DIN/DGQ SEMINARS ON QUALITY MANAGEMENT AND ISO 9000

CAIRO, 18-20 FEBRUARY 1992 - RECOMMENDATIONS

1. To set up a training programme for quality personnel including:

   a) training in quality systems
   b) assessor courses for quality systems and laboratory accreditation
   c) practical training in implementation of quality systems
   d) consultancies

2. To authorize one national organization authorized by the Government to carry out quality assurance assessments and laboratory accreditation to ISO 9000, and ISO guide 25 including:

   a) quality mark approval
   b) laboratory accreditation
   c) company registration

3. To organize a quality campaign

   a) to promote the importance of quality to industry and consumers through seminars, the media and information
   b) provide a quality award to industry

4. To strengthen the national central calibration and testing laboratories to meet the requirements of a quality campaign to establish links for a national measuring assurance programme

5. Repeat the present course regularly

6. Industry should strengthen interaction with international organizations over quality matters

RIYADH, 22-24 FEBRUARY 1992 -RECOMMENDATION

A. Infrastructure

1. Adopt ISO 9000 series as national/regional standards

2. Organize training courses and seminars in Quality Systems including : awareness courses; document preparation; practical implementation; auditing.

Courses should be for all grades of employees

3. To establish and develop national and/or regional "Quality" committees within the Standards and Metrology organizations for the GCC countries for registration and laboratory accreditation.

4. Obtain Government support

5. Incorporate ISO 9000 with national/regional product quality marks

B. Industry/Services

1. Obtain commitment of top management.

   a) Submit detailed report.
   b) Encourage them to attend awareness courses

2. Evaluate existing management system

3. Prepare an "action plan" for the implementation of Quality Management Systems

4. Carry out "in house" training programmes

5. Implement a "reward" system to encourage staff loyalty

NB: Dr. Khaled Al-Khalaf, Director of SASO announced that SASO has decided to launch a national scheme of registration of companies to ISO 9000.

TUNIS, 13-15 FEBRUARY 1992 - RECOMMENDATIONS

1. To carry out a national quality campaign supported by Government:

   a) to promote awareness of the importance of quality to consumers and industrialists through: seminars and symposia publicity, information and debates in the media
   b) to provide financial support to help companies implement quality management through: subsidised training and consultancies
   c) to recognize companies achieving quality improvement through: a quality award for industry

2. To promote the application of ISO 9000 standards in companies as soon as possible by:

   a) convincing top management of its importance
   b) establishing a quality policy
   c) Training involving all personnel
   d) making an action plan
   e) preparing a quality manual

3. To establish a national/regional accreditation scheme for testing and calibration laboratories according to national requirements including:

   a) traceability to recognized standards

b) coordination with other countries

4. To establish a national scheme for registration of companies to ISO 9000 standards based on international guides and proven systems in other countries

5. To organize specialist training for quality personnel including:
a) assessor courses
wb) procedure development
c) quality manual preparation

6. To establish a national scheme for the approval of quality specialists and auditors

7. To introduce quality assurance and quality management into the curricula of higher and secondary educational institutes

8. To establish a national ISO 9000 forum for the exchange of experience on issues related to the application of ISO 9000 in industry and obstacles that might hinder its application

BANGKOK, 9-11 APRIL 1992 - RECOMMENDATIONS

1. Extensive training should be provided on ISO 9000 Standards and their application, supported, where possible, by case studies of companies of different size, type and from different countries, and using audio-visual aids. The training could be provided by the national standards/quality bodies in cooperation with ISO and foreign organizations or by private consultants.

2. Training of auditors should be organized locally and in cooperation with international and foreign bodies. This training should include both internal and third-party audit.

3. Training manuals, guides for small and medium-enterprises and audio-visual aids on quality management and ISO 9000 should be prepared by international organizations and competent bodies in each country.

4. A clear-cut policy regarding quality, standards, testing, certification and accreditation and their role vis-à-vis export and economic development should be formulated and implemented by respective countries.

5. A public-awareness and promotion campaign should be conducted using TV, radio, the press and other media to explain the importance of quality and the application of ISO 9000 for higher living standards and economic development. A targeted campaign should be addressed to industrialists.

6. Recognition of certification made in other countries including developing countries should be promoted.

HONG KONG, 6-8 APRIL 1992 - RECOMMENDATIONS

1. ISO, DIN/DGQ and the national standards/quality bodies should organize more training seminars in quality management and ISO 9000 and include in these seminars practical examples and case studies on companies implementing ISO 9000.

2. Special training should be organized and opportunities for experience to be gained in internal and third-party quality audit and some form of qualification/recognition of accredited auditors be established.

3. An information and awareness campaign for chief executives of companies to convince them of the importance of quality and ISO 9000 for the success of their businesses. For this purpose, publications could be prepared, possibly in the form of "questions and answers" to convince managers of the benefits to be gained by applying ISO 9000 in their companies. TV and other publicity methods could be used for the same purpose.

4. Training in the implementation of ISO 9000 should be organized for other levels of the workforce of companies with practical examples and case studies.

5. Programmes should be established in developing countries to promote the application of ISO 9000, set up non-profit groups to consult companies that wish to implement ISO 9000 (or subsidize such consultations), provide information on the application of ISO 9000 at home and abroad to encourage more companies to implement these standards and provide information on literature that could be used by industry in this field.

6. ISO, DIN/DGQ and other international organizations and organizations in industrialised countries that offer development aid should assist developing countries that wish to apply ISO 9000 by training their specialists and fielding consultants to advise their governments and industries on the role that these standards can play in improving quality and competitiveness of local industries.

KUALA LUMPUR, 13-15 APRIL 1992 - RECOMMENDATIONS

l. National quality movements should be developed and/or strengthened in countries of the region to promote quality awareness and quality culture in the general public, government and the private sector. The lead in developing such quality movements should be taken by the national standards/quality bodies and the governments. They should include public awareness campaigns, training programmes and incentives

2. Incentives for promoting quality and the application of ISO 9000 should be given to industries in the form of tax cuts and subsidies of training and development costs of quality systems.

3. Adequate training should be provided in quality management and the application of ISO 9000. Training courses in cooperation with ISO and utilizing expertise from industrialised countries should be held whenever possible. Training material such as a manual and a video to support the training should be prepared.

4. Information/training on ISO 9000 should be organized for top management. Short appreciation seminars or meetings should be organized with the participation of prominent figures from industry and government supported by international organizations.

5. The exchange of information on ISO 9000 Standards and their application nationally and internationally should be promoted. To this end, "ISO 9000 Clubs" could be established and linked to the international ISO 9000 Forum.

6. World-wide recognition of certification done in other countries including developing countries should be promoted to avoid costly and time-consuming multiple assessments of the quality systems of companies.

ITEM 6.6 TRAINING OF TECHNICAL OFFICERS FOR ISO/TC/SC SECRETARIAT FUNCTIONS

1. Introduction

The training course on secretariat function was offered by the ISO Central Secretariat in Geneva to SIRIM

The SIRIM trainee was Mdm. Leong Swee Keng who attended the course from 7 July to 15 July 1992. The detail of the course is given in Appendix I. From the 16 July onwards, she was attached to the Standards Council of Canada (SCC) under a separate programme sponsored by SIRIM.

2. ISO Central Secretariat

The training began at the ISO Central Secretariat in Geneva. After reporting to Dr. Anwar El-Tawil, Director of ISO Development Programme, I was introduced to the following officers.

a. Dr. Parkany, officer responsible for handling ISO/TC 45 in the ISO Central Secretariat,

b. Mr. R.J.L. Dicker, Technical Editor

c. Mr. Evgueni Patrikeev, officer in the Information Centre.

d. Mr. Neil Cook, officer responsible for the ISO 9000 Forum project.

Although the meeting with the above officers was brief, I was given a general overview of the operations relating to the management of TC 45 documents and their editing at the Central Secretariat.

Throughout my training, I had paid special attention to both the filing and recording systems. As a member body of ISO, SIRIM receives voluminous documents which range from draft standards and standards to circulars. Usually these documents are recorded and filed according to the subject matters. However, once SIRIM becomes the Secretariat of Sub-Committee 4, the SIRIM Secretariat has to start a new filing system to cater to its added responsibility as secretariat of a sub-committee which has under it 5 Working Groups. Its function now includes the monitoring and coordination of work projects of the 5 Working Groups as well as managing the secretariat of the Sub-Committee (SC 4) and a Working Group (WG 5) under it.

The result of the consultation with Dr. Parkany indicated that the following filing system was practised :

a. Outstanding files awaiting action from secretaries of TCs.

b. A file of all DIS in numerical order.

c. A file containing all DIS and their votes.

d. A file of all minutes and relevant DIS according to their WGs and TCs.

Time of storage of active documents for easy retrieval

- The DIS were usually stored for 5 years and then removed for storage elsewhere.

This is an useful observation because the secretariat of a SC should be advised on the time period for storage of documents which might be referenced by the WGs. The most common problem encountered by a secretariat facing shortage of storage space was to decide what documents to discard and when to discard them!

3. American National Standards Institute (ANSI)

At ANSI, I had the opportunity to meet Mr. George W. Bowen, Programme Director, Standards Technology and Ms. Henrietta Scully, Programme Administrator, Standards Technology.

These two officers were very helpful and their briefings were most informative and detail.

The briefing focused on the action of a Secretariat in filling the different ballot forms of ISO as well as the filing system.

3.1 ISO Ballot Forms

1. Proposal for a new field of technical activity.

2. Vote on proposal for new field of technical activity.

3. New work item proposal.

4. Vote on new work item proposal.

5. Result of voting on new work item proposal.

6. Vote on Committee Draft.

7. Explanatory Report on Committee Draft.

8. Vote on draft International Standard (DIS).

9. Report of voting on ISO/DIS.

10. 5 Year Review

3.2 Filing System

1. Red Book - register of documents circulated.

2. List of membership of WGs according to WG number.

3. File of Working Document (WD) in numerical order.

4. File of Committee Draft (CD) in numerical order.

5. File of Draft International Standards (DIS) of "P" TCs.

6. File of published International Standards and latest editions.

7. Proof copies and original art work.

8. Summary report of voting of ISO/DIS.

9. Annual Report.

10. A file for the TC which is meeting in the current year and contains all meeting documents.

In particular, ANSI gave priority to DIS documents. One file would be opened to register the progress of a DIS of a P "TC". On the cover of the file would be registered the following information :

- Date the DIS was circulated by ISO Central Secretariat.
- Date the DIS was received by TC/SC Secretariat.
- Date the DIS was circulated to Secretariat of technical advisory committee at the national level for comments and vote.
- The number of countries approved the DIS.

The filing was divided into "A" series (for DIS) and B series (for published ISO standards).

4. The Rubber Manufacturers Association (RMA)

Though ANSI was the previous secretariat of SC4, the actual work of collating votes and comments was undertaken by RMA. Because of this, my visit to RMA was most relevant and important. Unfortunately Mr. McCarthy the previous secretary of SC4 had retired from RMA and had moved out of the state and thus I did not have the opportunity to discuss with him regarding the work of TC 45.

Mr. Butcher, though most helpful, was not too familiar with TC 45 activity undertaken by Mr. McCarthy. However he did made available to me all the files and documents left by Mr. McCarthy and he allowed me to take whatever I need from the files.

Nevertheless I had a discussion with Mr. Butcher on the general secretariat function of RMA on other TCs such as TC 41.

As usual, I took note of the filing system operated by RMA.

4.1 Filing System

As Secretariat of TC 41, the filing system was as follows :

1. File on meetings.
2. File on membership.
3. File on general correspondence.
4. File on correspondence from active member countries e.g. one for Sweden, another for UK. etc.
5. Subject file (NWI/CD/DIS/ISO).
6. A file containing all documents circulated according to month and year.

These documents and files for secretariat function would be kept for more than 5 years.

It was interesting to note that all the filing was done according to the last digit of the document number e.g. all documents ending in "1" will be filed together and this applied to all documents ending in "2" and so on.

5. Comments

5.1 The training is very beneficial to the staff of an ISO member body managing a secretariat of a WG/TC of ISO. In fact, the training on secretariat function should be given automatically to any ISO member country which assumes a new secretariat.

This will, indeed, encourage more member countries, especially developing countries, to volunteer to take on more secretariats.

The training is essential and useful because the function of a secretariat of a SC/WG is different from the function as a member body. The responsibility and work is very much increased.

5.2 It is essential that the training begins at the ISO Central Secretariat and the trainee be attached to all relevant departments for familiarization purposes. The trainee will then have a closer rapport with the staff managing the different departments.

5.3 The length of training should be for at least 2 weeks to allow the trainee to get to know the system sufficiently well for implementation in his country. Needless to say, if the trainee has some prior working knowledge of ISO activity, the training process will be very much facilitated.

6. Action Plan

Having undergone the short training at the above mentioned places, I have implemented or in the process of implementing the following action plans :

6.1 My Unit has employed a clerk on a temporary basis to assist in the recording and filing of ISO documents since there is no permanent post. She is handling all ISO documents and will take the load off the permanent clerk who has to handle other general administrative work as well as Codex documents.

6.2 A mobile cabinet has been purchased to store all documents, of TCs/SCs/WGs where SIRIM is Secretariat. This newly acquired storage cabinet will facilitate easy retrieval of documents awaiting voting and other action by Malaysian Chairmen, Convenors and Secretaries.

6.3 Several open shelves and box files for storing IEC documents are purchased.

6.4 A new filing system will be implemented in stages to facilitate SIRIM's function as secretariat of Sub-Committees and Working Groups. This filing system will be based on the ANSI/RMA systems.

6.5 The Unit has also purchased a medium duty duplicating machine to enable the SIRIM secretariat to duplicate copies of ISO documents for circulation to all relevant parties within Malaysia for either information or voting.

6.6 From next year (1993) the Unit aims to send its officers for training courses on secretariat functions under the sponsorship of the Asian Development Bank. It is recommended that the training should begin with an attachment course at the ISO and IEC Central Secretariats followed by a further attachment at an ISO member body which is very active in ISO and IEC activities.

6.7 The Unit also aims to be fully automated and equipped to enable it to be linked electronically to both the ISO and IEC Central Secretariats as well as to other member bodies all over the world.

Undoubtedly, these action plans can only be implemented with the full support and commitment of all concerned parties.

However, SIRIM hopes to receive the continued good will and support of the ISO Central Secretariat as well as its wide network of member countries. The award of the fellowship is a good gesture of the ISO Central Secretariat in carrying out its development programmes to assist member countries especially those from a developing economy to take on more active participation in ISO standardization activities.

7. Acknowledgement

I wish to express my gratitude to the ISO Central Secretariat especially the Director of the Development Programme for the award of the Fellowship, the SIRIM Management for nominating me and the Ministry of Science, Technology and Environment for approving my training and attachment course.

I wish to thank the Chief Executives, officers and staff of the ISO Central Secretariat, American National Standards Institute and Rubber Manufacturers Association, for their hospitality, arrangements as well as fruitful discussions which had contributed to the success of my training course.

Appendix I

Details of the Training Course

Date	Place
1992-07-07	Travelling, Kuala Lumpur - Geneva
1992-07-08	Arrival in Geneva
1992-07-09	Training at ISO Central Secretariat
1992-07-10	ISO Central Secretariat
1992-07-11	Travelling, Geneva - New York
1992-07-13	Training at ANSI
1992-07-14 (Morning)	Travelling, New York - Washington DC
1992-07-14 (Afternoon)	Training at Rubber Manufacturers Association
1992-07-15 (Morning)	Rubber Manufacturers Association
1992-07-15 (Afternoon)	Travelling, Washington DC - Ottawa
1992-07-16	SCC
1992-07-17	CGSB
1992-07-20	SCC
1992-07-21	Travelling, Ottawa - Zurich
1992-07-22	Arrival in Zurich
1992-07-23	Travelling, Zurich - Kuala Lumpur

ITEM 6.8 DEVELOPMENT OF INTERNATIONAL STANDARDS RELATED TO PRODUCTS

GUIDELINES FOR ACTIONS FOR INITIATING THE ESTABLISHMENT OF INTERNATIONAL STANDARDS NEEDED BY DEVELOPING COUNTRIES

1. Introduction

International Standards for products and services offer numerous economic advantages to those who use them: suppliers, buyers and users of the products and services concerned. They facilitate the job of manufacturers and suppliers in specifying the main characteristics of their products, in defining tests for checking conformity to specifications, and in defining conditions of packaging, labelling and delivery. The users of products and services conforming to International Standards have the assurance that they get a safe, trouble-free product or service corresponding to the state of the art in the given field and ensuring interoperability with other products and services available on the international markets. The existence of International Standards for a product or a service promotes trade between nations and opens up wider markets for that product or service because they facilitate the selection of the appropriate product from a number of options, simplify agreement about specifications and the conclusion of contracts, and facilitate inspection in a way that ensures equitable determination of quantity and quality, thereby keeping disputes over specifications and delivery conditions to a minimum.

It is, therefore, natural that developing countries wish to see International Standards established for those products and services that play an important role in their national economies and their export trade or that they wish to regulate to safeguard the health and safety of their citizens and their environment. The importance of International Standards has been reinforced by the GATT Agreement on Technical Barriers to Trade, signed by some 40 countries, which stipulates that: "Where technical regulations or standards are required and relevant International Standards exist or their completion is imminent, Parties shall use them or relevant parts of them as basis for the technical regulation or standard". This clause effectively makes International Standards the key to international markets.

On the other hand, International Standards can be established only as a result of agreement between nations. The International Organization for Standardization, (ISO) and the International Electrotechnical Commission, (IEC) are the two international standardization organizations that between them cover the standardization of nearly all types of goods and services. ISO and IEC have established rules of procedure that have to be followed before an International Standard can be published. Developing countries that are less involved in the day-to-day business of international standardization may be at a loss as to how to make and follow up proposals for the establishment of International Standards in fields of interest to them. They are certainly dismayed when proposals they make are not supported by other ISO members and, therefore, fail to reach the stage of International Standards. The purpose of these Guidelines is to help developing countries, members of ISO (or IEC), to prepare their proposals for the establishment of International Standards in a way that ensures the maximum chances of success. They prescribe a series of preparatory studies and actions destined to put the proposals for starting an international standardization project on track and to keep it there.

2. Pre-proposal studies and actions

A project to develop an International Standard should be started only if a real need exists for that Standard. A developing country may perceive a need for an International Standard to serve one or more of the following purposes:

- for an important export commodity: to ensure equitable prices that correspond to the delivered quantity and quality and to avoid rejects due to non-conformance to different conditions of export markets;

- for an imported product that may affect the health and safety of users or have environmental implications: to have a technically sound and universally accepted basis for Government regulations to protect the consumer and the ecology;

- for a service that is being offered in the country to local and foreign customers: to maintain an acceptable level that would ensure safety (such as in building construction and health services) and/or competitiveness with other countries that offer similar services (such as touristic services);

- for products and components traded with other countries: to ensure interoperability and interchangeability;

- for information, commercial, cultural and other types of exchange: to facilitate communication between nations.

Once the need for an International Standard has been established, it is important to identify those countries that have an interest in establishing such a Standard. Those countries may be trade partners, exporters/importers of the same commodity, or countries where the same product or service is of importance to the economy. Statistics about exports, imports, industries and services of importance to the economy of other countries are readily available from United Nations statistical publications and other sources. These sources can be used as a basis for a preliminary survey of the countries interested in the establishment of an International Standard in the given field. This preliminary survey can be followed by consultations with those countries that are presumed to have an interest in the subject, during which it may be possible to identify existing technical documents or standards or, in their absence, practices applied in the market.

Contacts with those countries and their standards or professional bodies may prove very useful at the pre-proposal stage. It may be possible at this early stage not only to identify the needs for International Standards, but also to obtain valuable information about the existing approaches to the solution of the problems considered. Contacts established at this stage with professional, trade and manufacturers' associations can be very useful later on. The national standards bodies of these countries should act as focal points for these contacts and consultations. ISO Regional Liaison Officers and the DEVCO Secretariat can play an important role by offering advice and by coordinating these contacts and consultations and guiding them in the right direction in coordination with the competent ISO bodies.

Ideally, the pre-proposal studies would result in a draft based on the experience of application of the existing normative documents and practices and prepared in consultation with the competent professional and/or scientific institutions. The draft should be, as far as practicable, in line with the ISO/IEC Directives Part 3 "Drafting and presentation of International Standards". Such a draft would be a good starting point for further international standardization work (see 5. **Follow-up actions and time framework** below).

3. Proposal of a new work item

After the preliminary studies have been carried out to identify the countries that have an interest in establishing an International Standard or Standards in the given field, the existing standards, technical documents or market practices and the concerned professional associations and institutions, a proposal can be made to the relevant ISO technical body. To identify the appropriate ISO technical body for a given standardization project, the list of ISO technical committees, their sub-committees and working groups as given in the ISO Memento should be consulted. Special attention should be paid to the scope of the technical committees, which determines the field of activity assigned to them by ISO Council.

The proposal of a new work item for consideration by a technical committee or sub-committee can be made by an ISO member body or by an organization in liaison with that committee. The proposal should be formulated on a special form prescribed by the ISO/IEC Directives and reproduced as Annex 1 to these Guidelines. The proposal of a new work item has to include the following information:

- title of proposal;
- scope;
- purpose and justification;
- relevant documents to be considered;
- preparatory work done;
- other information pertinent to the relationship of the proposal with activities of other international organizations, and the need for liaison.

The *title* should indicate clearly but concisely the field of technical activity to be covered. The *scope* should indicate the specific area and precisely define the limits of the field of activity. *Purpose and justification* should give specific aims with emphasis on the aspects of standardization to be covered (terminology, characteristics, sampling, testing, packaging and labelling etc.) and problems the standard is expected to solve. It should indicate main interests to benefit from the standard (industry, consumers, trade or Government). Under this item the feasibility, timeliness and/or urgency of the project should be mentioned and specific benefits to be attained (based on data on product volume or value of trade) clearly indicated. Under *relevant documents,* existing standards and regulations should be listed. If the proposer has already prepared a draft or considers that an existing, well-established document can serve as a basis for the standardization project, he should indicate this under *preparatory work.*

ISO Guide 26 gives detailed guidelines for proposing and justifying new standardization work to ensure that the proposal offers the clearest possible idea of the purposes and extent of the work. This Guide contains detailed explanations and examples to clarify the different notions and it should be consulted during the preparation of the proposal for a new work item.

The proposal should then be formally presented to the technical committee or sub-committee concerned. The ISO/IEC Directives stipulate that a new work item proposal should be decided on either by correspondence or at a meeting of the committee. In either case, acceptance requires approval by a simple majority of the P-members of the technical committee or sub-committee voting and a commitment by at least five national bodies to participate in the project. In view of this requirement, it is advisable to mobilize support for the project *before making a formal proposal.*

Countries interested in the standardization project should be informed about the planned proposal and, if they are not P-members of the relevant technical committee or sub-committee, they should be urged to join it as P-members before voting on the proposal takes place. Only when a number of interested countries sufficient to ensure a positive outcome have become P-members of the

committee should the formal proposal be made. Otherwise, the proposal will not receive sufficient support and it will be difficult to repeat it subsequently.

4. Proposal for a new field of technical activity (new TC or SC)

It may turn out that no technical committee or sub-committee exists in ISO (or IEC) with a scope that could accommodate the envisaged standardization project. In this case, it is necessary to propose to ISO (or IEC) Council the establishment of a new technical committee to embark on this new field of technical activity.

The proposal of a new field of technical activity should be made using a special form prescribed by the ISO/IEC Directives and reproduced as Annex 2 to these Guidelines. The proposal has to include the following information :

- subject;
- scope;
- purpose and justification;
- programme of work;
- survey of similar work undertaken in other bodies;
- liaison organizations.

The *subject* of work of the proposed new technical committee should be described unambiguously and as concisely as possible. The *scope* should define precisely the limits of the new field of activity and the areas excluded from that field because they belong to the domain of other committees. The *purpose and justification* should give a short survey of recent developments in the field concerned and endeavour to assess the economic and social advantages which would result from the establishment of International Standards in the proposed new field. The *programme of work* should list the principal questions that the proposer wishes to be included within the limits given in the proposed scope, indicating the aspects to be dealt with (terminology, testing, dimensions and tolerances, performance requirements, technical specifications etc.) and the priorities. The *survey of similar work undertaken in other bodies* should indicate relevant documents to be considered, such as national standards or other normative documents. Under *liaison organizations* a list should be given of organizations, and external and internal bodies, with which cooperation and liaison should be established.

The proposal of a new field of technical activity can be made by a national member of ISO (or IEC) or by an external organization. Usually, the national member making a proposal for a new field of technical activity offers to undertake the secretariat of the new technical committee when it is established. After consultations with interested parties including the Chairman of the Technical Management Board, the proposal is circulated to all national bodies of ISO (or IEC), asking them whether or not they

a) support the establishment of a new technical committee, and
b) intend to participate actively in its work.

The replies to the proposal are evaluated by the Technical Management Board, which may recommend to Council the establishment of a new technical committee provided that a two-thirds majority of national bodies voting are in favour of the proposal and that at least five national bodies have expressed their intention to participate.

From this requirement it is clear that the establishment of a new technical committee requires a wider acceptance of the proposal than in the case of a proposal for a new work item in an existing committee; consequently, more mobilization of support by interested countries is needed in this

case. Where possible, therefore, action should be taken through an existing technical committee or sub-committee rather than through the establishment of a new one.

5. Follow-up actions and time framework

The acceptance by an ISO technical committee or sub-committee of a new standardization project needed by developing countries marks an important stage in the process of establishment of an International Standard in the given field. However, this is only the beginning. There is still a long way ahead, as the first committee draft (CD) is prepared and submitted to the members of the committee for comments, then discussed in meetings and modified until it is approved by consensus (or in case of doubt, by a two-thirds majority vote of the P-members of the committee) as a draft International Standard. The draft International Standard (DIS) is sent to ISO Central Secretariat where it is edited and prepared for distribution to all national bodies for voting. The voting period is six months, by the end of which national bodies should return a positive or negative vote (or an abstention). A draft International Standard which has been circulated for voting is approved if

a) a two-thirds majority of the votes cast by the P-members of the technical committee or sub-committee are in favour, and
b) not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted.

In all the above stages, active participation by the interested developing countries in the work of the committee is crucial to the progrees of the project. Good preparatory work culminating in the preparation of a valid draft can give the project a good start ,especially if the draft is approved by the committee as a committee draft.

If a knowledgeable expert with a serious interest in the standardization project has been identified in the proposing country or another country, he should be proposed as "project leader" or as convenor of the working group (WG) that may be established within the TC or SC to develop the project.

During the different stages of development of the project, results of research may have to be collected and compared, and testing of samples of the product may have to be carried out. The proposing country together with other interested countries should be ready to mobilize resources for this work. Contacts with professional and scientific institutions made during the pre-proposal stage would be helpful at this time.

Contrary to common belief, participation of representatives of the proposing country in all meetings of the committee is not a necessary condition for the success of the project. The most important decisions concerning a project are usually taken by correspondence. It is true, however, that committee meetings provide an excellent opportunity for the members to discuss different points of view and reach agreement quickly on an acceptable solution. For this reason, assistance is provided in the framework of the ISO Development Programme to those representatives of developing countries who wish to attend important technical committee meetings in which projects of particular importance to their countries are debated.

Generally in standards development, the longest times are spent in preparing an acceptable committee draft (CD), debating it in the TC or SC until consensus is reached, then finalizing the draft International Standard (DIS) for member body voting. These times can in practice be drastically reduced if good preparatory work and a good follow-up are assured by the proposing country and other interested countries. With good preparation, effective project management, and active participation, it is possible to publish an International Standard within less than three years following approval of a new work item.

6. Coordination by ISO Regional Liaison Officers and DEVCO Secretariat

ISO Council has appointed six Regional Liaison Officers to assist the ISO Secretary-General in representing ISO interests and to act as ISO spokesmen in the following regions: Latin America and Cuba, the Caribbean region excluding Cuba, South Asia and Iran, the African region and Cyprus, East and South East Asia, and the Arab region and Turkey. The names of the current Regional Liaison Officers and their terms of office can be found in the latest edition of the ISO Memento. ISO Regional Liaison Officers and the Secretariat of DEVCO can play an important role in offering advice and coordinating efforts to establish International Standards needed by developing countries. It is highly recommended that any ISO national body or other organization from a developing country that wishes to see International Standards established for a product or service of importance to developing countries contact the ISO Regional Liaison Officer of the region most concerned by the project or the DEVCO Secretariat in Geneva, either of whom will be able to help their endeavour in many ways.

7. Advantages of holding the secretariat of international technical committees and sub-committees

Developing countries represent about 66% of the total membership of ISO. Notwithstanding this majority, they hold the secretariats of less than 3% of active ISO technical committees and sub-committees. This fact acounts for a good part of the difficulties encountered by developing countries when they wish to see International Standards established in areas of importance to them.

It is evident that a national body that holds the secretariat and chairmanship of a technical committee or sub-committee is well informed about the work programme and plans of the committee, as well as about the procedures for proposing a new work item. Consequently, such a member is in an ideal position to make proposals for new standardization projects and to follow up these proposals.

If the advantages that accrue to a developing country from International Standards that protect its national interests and ensure equity in trade with its partners are weighed against the investment in time and money to hold the secretariat of an international committee, it becomes clear that the first by far outweigh the second. It should not be forgotten that assistance is provided to developing countries in the framework of the ISO Development Programme to train their officers for the secretariat functions of international technical committees and to finance their travel to attend international committee meetings. For further, more detailed information on participation of developing countries in international standardization refer also to ISO Development Manual 7 *Participation in international standardization.*

8. Conclusion

International Standards for products and services of economic importance to developing countries represent less than 30% of existing International Stndards of ISO. To permit developing countries to benefit more from the numerous economic advantages of International Standards, it is necessary that those countries take more initiative by proposing the establishment of International Standards needed for their economic development and following up these proposals. It is hoped that the present Guidelines will facilitate the process of preparation (pre-proposal), proposal and follow-up of international standardization projects.

9. Bibliography

1. ISO Memento (latest edition).
2. ISO GUIDE 26: 1981

3. ISO/IEC Directives (latest edition):
   Part 1 : Procedures for the technical work
   Part 2 : Methodology for the development of International Standards
   Part 3 : Drafting and presentation of International Standards
4. ISO Development Manuel 7 : Participation in international standardization, 1992

Fig.1 - Stages and actions for establishing International Standards

Stage	Actions	Inputs and sources of information
Pre-proposal	Survey of interested countries	– UN and other trade and industry statistics
Pre-proposal	Consultation with interested countries and survey of : - existing standards, other normative documents, market practices - competent professional and scientific institutions	– NSBs – RLOs } coordination – DEVCO Secretariat
Pre-proposal	Preparation of - list of prioritized standardization subjects - draft(s) prepared according to ISO/IEC Directives Part 3	– NSBs – Professional/scientific institutions in interested countries
Pro-posal	Preparation of proposal according to ISO/IEC Directives and ISO Guide 26	– Proposer – DEVCO Secretariat
Pro-posal	Appraisal of situation in TC/SC concerning support for the project	– NSBs – RLO and DEVCO Secretariat (advice)
Pro-posal	Mobilization of support for project through interested countries becoming P-members	– NSBs – RLO and DEVCO Secretariat
Pro-posal	Formal presentation of proposal to TC/SC	
	- Vote on proposal-	
Follow-up	Follow-up of development of CD (possibly by undertaking convenorship of WG)	– NSB – Scientific institution
Follow-up	Finalization of CD and its preparation for comment/vote in TC/SC	– Scientific institution (technical support)
Follow-up	Preparation of DIS for Central Secretariat.	
Follow-up	Finalization of standard after member body voting	

NEW WORK ITEM PROPOSAL	
Date of presentation	Reference number (to be given by secretariat)
Proposer	ISO/TC /SC N
Secretariat	

A proposal for a new work item **within the scope of an existing technical committee or sub-committee** shall be submitted to the secretariat of that technical committee or sub-committee with a copy to the Central Secretariat and, in the case of a sub-committee, to the secretariat of the parent technical committee. The proposal will be circulated to the P-members of the technical committee or sub-committee for voting, and to the O-members for information. The proposer may be a member body of ISO, the secretariat itself, another technical committee or sub-committee, an organization in liaison, the Technical Board or one of the advisory committees, or the Secretary-General. Guidelines for proposing and justifying a new work item are given in ISO Guide 26 (see extract overleaf).

The proposal (to be completed by the proposer)

Title of proposal

Scope (as defined in 2.3.2 of part 3 of the ISO/IEC Directives)

Purpose and justification (attach a separate page as annex, if necessary)

Target date (indicate the date by which the availability of the International Standard is considered to be necessary)

Relevant documents to be considered

Relationship of project to activities of other international bodies

Liaison organizations	**Need for coordination within ISO and IEC**

Preparatory work

- ☐ A draft is attached
- ☐ An outline is attached and it will be possible to supply a draft by (date) .....
- ☐ It is not possible to supply either a draft or an outline

Concerns known patented items (see part 2 of the ISO/IEC Directives) ☐ yes ☐ no If yes, provide full information as annex	Signature of the proposer

Date of circulation	Closing date for voting	Signature of the TC or SC secretary

Comments and recommendations of the TC or SC secretariat

Comments with respect to the proposal in general, and recommendation thereon

Elements to be clarified when proposing a new work item (new standard)

Title
Indicate the subject matter of the proposed new standard.

Scope
Give a clear indication of the coverage of the proposed new work item and, if necessary for clarity, exclusions.

Purpose and justification
Give details based on a critical study of the following elements wherever practicable.

a) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.

b) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.

c) Feasibility of the activity: Are there factors that could hinder the successful establishment or general application of the standard?

d) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?

e) Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.

f) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.

g) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

If a series of new work items is proposed the purpose and the justification of which is common, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

Relevant documents
List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendments) indicate this with appropriate justification and attach a copy to the proposal.

Cooperation and liaison
List relevant organizations or bodies with which cooperation and liaison should exist.

Preparatory work
Indicate whether the proposer or the proposer's organization is prepared to undertake the preparatory work required for the new work item.

PROPOSAL FOR A NEW FIELD OF TECHNICAL ACTIVITY	
Date of proposal	Reference number (to be given by Central Secretariat)
Proposer	ISO/TS/P

A proposal for a new field of technical activity shall be submitted to the Central Secretariat, which will assign it a reference number and process the proposal in accordance with the ISO/IEC Directives (part 1, subclause 1.5). The proposer may be a member body of ISO, a technical committee or sub-committee, the Technical Board or a Council committee, the Secretary-General, a body responsible for managing a certification system operating under the auspices of ISO, or another international organization with national body membership. Guidelines for proposing and justifying a new field of technical activity are given in ISO Guide 26.

The proposal (to be completed by the proposer)

Subject (the subject shall be described unambiguously and as concisely as possible)

Scope (the scope shall define precisely the limits of the proposed new field of activity and shall begin with "Standardization of . . ." or "Standardization in the field of . . .")

Purpose and justification (the justification shall endeavour to assess the economic and social advantages which would result from the adoption of International Standards in the proposed new field)

Programme of work (list of principal questions which the proposer wishes to be included within the limits given in the proposed scope, indicating what aspects of the subject should be dealt with, e.g. terminology, test methods, dimensions and tolerances, performance requirements, technical specifications, etc.)

See overleaf

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Survey of similar work undertaken in other bodies (relevant documents to be considered: national standards or other normative documents)

Liaison organizations (list of organizations or external or internal bodies with which co-operation and liaison should be established)

Other comments (if any)

Signature of the proposer. .....

Comments of the Secretary-General (to be completed by the Central Secretariat)

Signature. .....

ITEM 6.8 DEVELOPMENT OF INTERNATIONAL STANDARDS RELATED TO PRODUCTS

COMMENTS/REPLIES RECEIVED FROM DEVCO MEMBERS ON THE *DRAFT GUIDELINES FOR ACTIONS FOR INITIATING THE ESTABLISHMENT OF INTERNATIONAL STANDARDS NEEDED BY DEVELOPING COUNTRIES*

A. Replies received confirming agreement with the draft Guidelines from:

- BSI (United Kingdom)
- CSBTS (China)
- SISIR (Singapore)
- TISI (Thailand)
- Hong Kong

B. Proposals for change which are easily incorporated into the draft Guidelines, from BSI (Resource):

1. It is right to put the onus on the proposer to argue the case properly on ISO Form 4, but it should not always be necessary to undertake all the activities given in Clause 3 in advance of this. Similarly, while it is helpful if the proposing NSB can undertake the secretariat of any subcommittee formed to develop the standard and provide the convener of the working group, this is not always essential.
2. It is suggested that the guide emphazises the minimum activity required by the proposing NSB and indicates that the other activities are optional but may help.
3. Much of the guide is written in the passive mode, e.g. in Clause 3: "Countries interested in the standardization project should be informed..."

   This would be better expressed as: "The NSB proposing the standard should inform all other NSBs interested in the standardization project..."

   It is proposed that the passive mode should be rephrased in the active mode throughout the Guidelines to show clearly exactly who it is who should be doing what.

   To the same, Figure 1 should be amended to indicate which authority is essentially responsible for each action.

C. Further comments of a constitutional nature received from the Standards Section, Direction Nationale des Industries, Mali, as follows:

"Consideration of the above draft gives rise to the following comments:

It is stated that acceptance of a new work item requires approval by a simple majority of the P-members of the technical committee or sub-committee voting, and a commitment by at least five national bodies to participate in the project.

It should be noted that developing countries which are members of ISO are in most cases correspondent members and, therefore, observers (without voting rights). At the same time, they are the parties most concerned.

Other restrictions preclude them from immediately becoming P-members according to the internal rules of ISO.

The country initiating the proposal should be prepared, together with other interested countries, to allocate resources for these activities. In view of the financial position of most developing countries who find it difficult to pay their membership subscriptions, such a practice cannot be considered at the outset.

The terms under which DEVCO can assist developing countries who wish to undertake technical committee or sub-committee secretariats should be specified. This would enable interested countries to appreciate the task involved in providing a secretariat."

ITEM 6.9 DOCUMENTATION AND INFORMATION SYSTEMS REPORT BY THE HEAD, ISO/IEC INFORMATION CENTRE

The work on documentation and information systems has continued to be carried out within the framework of ISONET and under the guidance of INFCO, which held its last meeting on 29-30 October 1992. The next INFCO meeting will take place in Geneva in April or May 1994, subject to coordination with other Council committee meetings.

ISONET membership is composed at present of 60 national members, 2 associate members and 5 international or regional affiliates, including ARSO and COPANT. Of the 60 national members, 46 are registered for membership type 1, which means that they publish lists of national standards and provide information on standards, technical regulations and other normative documents; 10 are registered for membership type 2, which means that in addition to the services of type 1, the centres also have bibliographic databases on standards - these are the national members of Australia, the Czech and Slovak Federal Republic, Greece, Italy, Japan, Poland, Russian Federation, Spain, United Kingdom and Yugoslavia; while four national members (France, Germany, Israel and Switzerland) are registered for membership type 3, as their bibliographic databases also cover technical regulations and other normative documents.

Two work items are assigned to INFCO ad hoc groups: the revision of the ISONET Manual, and an assessment of effort needed to achieve harmonization of the two thesauri (TIT and ROOT) approved by INFCO for use within ISONET.

The International Classification for Standards (ICS) was developed by the INFCO Consultative Group on Classification, approved by INFCO, endorsed by the ISO Council and published in August 1992 in the English and French languages. The INFCO Consultative Group on Classification now acts as the Maintenance Agency for up-dating the ICS. It also advises INFCO on matters of training ICS indexers and promotion of ICS implementation.

The ICS is intended to serve as a structure for catalogues of international, regional and national standards and other normative documents, and as a basis for standing-order systems for international, regional and national standards. It may also be used for classifying standards and normative documents in databases and libraries, etc. Implementation of the ICS has already started. The ICS was used by NSAI for structuring its 1992 Catalogue. SAA, TSE and UNI intend to implement the ICS in their 1993 catalogues. The ISO Central Secretariat, AFNOR, DIN and a number of other ISO members intend to implement the ICS in their 1994 catalogues.

The workshop *Technology, users and the business of information – The evolution of the information centre* immediately preceded the last INFCO meeting. The papers presented at the workshop are being assembled and will be made available to ISO members in February 1993.

In the field of information documents, new editions of the ISONET Directory and the KWIC Index of international standards are being prepared for publication. The ISO Catalogue is

ITEM 7 UNIDO

7.1 Report of the eleventh meeting of the joint UNIDO/ISO Committee

The eleventh meeting of the joint UNIDO/ISO Committee took place on 24 March 1992 in Vienna. The report of that meeting is attached as annex to document ISO/DEVCO 252.

It is hoped to hold the twelfth meeting of the Committee immediately after the DEVCO meeting.

DEVCO ACTION DEVCO members are invited to comment on the report of the eleventh meeting of the joint UNIDO/ISO Committee

7.2 Support for the ISO Development Programme

With reference to the UNIDO project UC/GLO 89/274 – Elaboration of concepts of technical assistance projects based on the regional approach of standardization, quality control and metrology activities in developing countries, and as will be noted from the above mentioned report of the eleventh meeting of the UNIDO/ISO Committee, ISO has undertaken to arrange for the translation of the report of the workshop held in implementation of the project.

DEVCO members will recall that the deliberations of the workshop produced recommendations for the elaboration of project proposals. The Regional Liaison Officer for South Asia and Iran has submitted a project proposal which is being considered by UNIDO for further action. The RLO for the Caribbean is coordinating with UNDP to make a collective project proposal through the CARICOM Council and ARSO has also formulated a report.

As was mentioned under agenda item 6.2, UNIDO agreed to distribute to select groups and project managers a promotional flier produced by ISO on the ISO Development Manuals.

DEVCO ACTION DEVCO members are invited to note the above information

ANNEX 1 to
ISO/DEVCO 252

REPORT OF THE ELEVENTH MEETING OF THE JOINT UNIDO/ISO COMMITTEE

Vienna, 24 March 1992

Present:

- On behalf of ISO :
  Dr. A. El-Tawil, Director, Development Programme

- On behalf of UNIDO:
  Dr. K. Stephens, Senior Industrial Development Officer, IO/IIS/INFR
  Dr. O. Maizza-Neto, Industrial Development Officer, IO/IIS/INFR
  Mr. V. Kozlov, Industrial Development Officer, IO/IIS/INFR
  Mr. L.E. Rojas, Industrial Development Officer, PPD/ICF/COOP/NGO

AGENDA ITEM 1 - Follow-up To project UC/GLO/89/274

1.1. It was reported by UNIDO that the Report of the Workshop held under the referenced project had been circulated to all UNDP/UNIDO field offices requesting distribution and any comments. ISO reported that it likewise circulated copies to all of its members. It was reported that a lot of requests for translation of the report had been received -- the vast majority of requests for a French language translation. Dr. El-Tawil offered to investigate whether ISO could agree to proceed with the translation to the French language -- of the main body of the report excluding the annexes. This will be distributed to francophone countries/ members.

1.2. ISO reported that its next meeting of Regional Liaison officers was to be held on 27 April 1992 in Geneva. It will be emphasized at this meeting that requests for project assistance (national and regional) should be accompanied by "official" requests from Governments and/or representatives of regional bodies (Secretariats, etc).

1.3. A request (but without official sanction) had been received from BIS (Dr. Lal) pertaining to assistance to South Asia and Iran. This is being considered by UNIDO for further action. Requests have also been generated by the ARSO Secretariat who obtained their further endorsement at the ARSO General Assembly meeting in January 1992 in Cairo. These request should be formalized.

1.4. An example of the regional project concept is UNIDO's present ongoing project, DP/RAS/89/058, with the ASEAN region to develop primary and transfer standards and calibration in Volt metrology.

AGENDA ITEM 2 - ISO/UNIDO Technical Cooperation Projects

2.1. The proposal for the production of a video on Quality Management and ISO 9000 has been made part of a larger project of technical assistance on ISO 9000. It is being proposed for funding by the Inter-American Bank. It was suggested to submit this to COPANT to consider an official request. Other developments along these lines include a Compendium of the Standards, a Development Manual (with BSI chairing the writing committee), a video as mentioned above with promotional emphasis, and a Computer Slide Show with educational emphasis. It was reported that ITC has commissioned Dr. Lal (recently retired from BIS) to write a manual on ISO 9000 for export quality -- to be completed by year end 1992.

2.2. A DEVCO/COPOLCO Workshop is scheduled to be held in May 1993 on the subject of "Preventing Accidents and Promoting Safety -- The Role of Standardization". Some 50 - 60 participants are expected for the one-day meeting -- but some days could be added for participants attending on a study tour basis by arranging visits to consumer associations in Switzerland. UNIDO should inform ISO by September 1992 if its involvement is possible.

2.3. ISO is planning to print a brochure on its Development Manuals. UNIDO agreed to distribute the brochure to relevant projects, field offices and appropriate NGOs. It was also agreed to pursue the possibility of printing information on these Manuals in the UNIDO Newsletter.

2.4. ISO is currently conducting regional training seminars in various parts of the world on ISO 9000 and related topics. A query was raised by ISO whether UNIDO could participate jointly in such a programme for the African countries under its technical assistance projects in that region. The matter has to be taken under consideration. The estimated cost for organizing and conducting 3 seminars in one sub-region is US $ 40,000.

AGENDA ITEM 3 - ISO 9000 Series Forum

3.1. Information was provided by ISO on its newly formulated ISO 9000 Forum. UNIDO has taken steps to obtain membership and a subscription to the Newsletter.

AGENDA ITEM 4 - DEVCO Work Programme

4.1. ISO distributed a copy of its 1992-1994 Development Programme and reviewed its contents by programme elements.

AGENDA ITEM 5 - UNIDO's Activities in QSM

5.1. UNIDO distributed a copy of its ongoing projects by number, title and country.

In conclusion it was agreed to maintain frequent contact between ISO and UNIDO between joint committee meetings and to participate in each others programmes as often as possible.

ITEM 8 TECHNICAL ASSISTANCE TO DEVELOPING COUNTRIES

8.1 Reports by DEVCO members and International Organizations

Under this item members who are engaged in technical assistance to developing countries have been invited by letter to provide a report on their activities to DEVCO. These reports could be in written form or could be rendered orally.

DEVCO ACTION DEVCO members may wish to comment on the reports

8.2 Courses in standardization

As is customary, and in response to a request from the DEVCO secretariat, information was received from several national standards bodies on training courses in standardization planned to be offered by them in 1992. This information was circulated in document ISO/DEVCO 246 to all DEVCO members. The standards organizations concerned were AFNOR, ANSI, BIS, DIN, ICONTEC, MSZH, NC, NNI, NSAI, PSI, SIS, SISIR ,TSE and ARSO. Also announced to DEVCO members was information on the 25th International Training Programme on standardization and quality systems for developing countries, offered by BIS (India), and the annual training programme offered by NC (Cuba) entitled *Work of a National Standards Body*. Also, notification of the publication by UNIDO of its *1992 Guide to Training Opportunities for Industrial Development*.

The following table gives the countries and number of participants who attended courses offered by DEVCO members in 1992 according to information received by the DEVCO Secretariat:

COUNTRY/BODY Organizing	YEAR	NO. OF PARTICIPANTS	COUNTRIES PARTICIPATING
BIS--25th Training course in the field of Standardization and Quality Systems	1992	32	Ethiopia, Ghana, Guyana, Indonesia, Iran, Jordan, Kenya, Malaysia, Mauritius, Myanmar, Nigeria, Peru, Philippines, Romania, Senegal, Sri Lanka, Syria, Tanzania, Trinidad and Tobago, Uganda, Vietnam, Nepal
5 Specialised Training courses (tailor-made) for 8 trainees in the fields of Standardization, Company Standardization, Quality Systems, Product Certification and International Cooperation	1992	8	Vietnam, Nepal, Uganda

BSI – Robert Oteng fellowship, 2 weeks familiarisation in standards information	1992	1	Philippines
DIN - Training Courses and Seminars	1992	36	Austria (3), Belgium (4), Danmark (1), Italy (4), Liechtenstein (1), Netherlands (1), Slovenia (1), Switzerland (21)
ISIRI – Many courses on standardization and quality control	1992		For Iranian industry/experts in Persian language
MSZH– Two training courses on Food Standardization and Quality Control - tailor-made post-graduate courses	1992	2 x 2	Uganda
NC – Four courses : - Operation of a national Standards Body - International course on Legal Metrology - Validity of pharmaceutical process - Mass measurements	1992	18	Argentina, Brazil, Colombia, Dominican Republic, Mexico, Panama, Paraguay, Peru, Venezuela
NNI – Two courses on Standardization	1992	21	Netherlands
PSI – Nine one day training courses on standardization and quality control	1992	263	Pakistan
SIS — Various courses on standardization and related activities	1992	208	Albania (1), Bangladesh (1), Botswana (1), China (1), Ecuador (1), Egypt (2), Ethiopia (1), Estonia (42), Ghana (1), India (3), Indonesia (3), Jordan (1), Malaysia (3), Malawi (1), Morocco (1), Mexico (1), Mongolia (2), Mozambique (1), Nigeria (1), Papua New Guinea (1), Philippines (1), Poland (2), Saudi Arabia (1), Tanzania (5), Thailand (1), Tunisia (118), Uganda (2), Vietnam (4), Zimbabwe (3)

SISIR – 9 courses including: – A practical approach to developing an ISO 9000 Quality system – Statistical process control for engineers – QC techniques for quality improvement – Skills and techniques in quality inspection and control – Internal quality auditing – Temperature measurement – Practical dimensional measurement – Practical dimensional measurement II – Training workshop on standardization principles and management	1992	192 23 19 19 14 19 11 14 32 19 22	Singapore
COPANT – 4 seminars on Implementation of ISO 9000	1992	423	Argentina, Cuba, Panama, Peru, (Colombia and Italy resource persons)

DEVCO ACTION

DEVCO members are invited to note the above information and comment on it as necessary

ITEM 9 COUNCIL RESOLUTIONS OF INTEREST TO DEVCO MEMBERS

The following three Council resolutions adopted at its 46th meeting in September 1992, are submitted to DEVCO Members for information :

"Council,

recognizing the need for ISO to acknowledge recent developments in regional standardization activities and to encourage close cooperation between the regional standards organizations and ISO,

adopts the following guidelines for cooperation and coordination between the work of ISO and that of regional organizations consisting of national standards bodies, on the understanding that such organizations should not be involved in the governance of ISO :

1. ISO, on the basis of a decision by Council, will establish regular working relations with regional organizations or associations, the members of which are standards bodies, on condition that:

1.1 at least 50 % of the constituent members of the regional organization or association are members of ISO (full members or correspondent members);

1.2 the regional organization or association endeavours as a matter of principle to fully rely on and support international standardization, and to use International Standards whenever possible as the basis for its own standards work.

2. ISO is invited to be represented at general meetings of the regional organization or association, and the latter is invited to be represented at the ISO General Assemblies as an observer.

3. Individual agreements, where relevant, catering for the specific needs of particular organizations or associations may be prepared for approval by Council.

This resolution supersedes Council resolution 5/1972."

(Council resolution 26/1992)

"Council,

noting the information given in document ISO/Council 1992 9.4/1 with respect to the list of countries eligible for assistance under the ISO Development Programme,

decides that

a) the list of countries eligible for assistance under the ISO Development Programme and for election to Council seats under the developing country category be based on the most current list drawn up by the UN (currently that dated May 1991, attached at annex 2) to ISO/Council 1992 9.4/1), with the addition of China;

b) as a consequence, three members appearing on the present "ISO list" (Hong Kong, Israel, Turkey) should no longer appear, and the Secretary-General is invited to explain these changes to the ISO members in the countries concerned;

c) further, pending the UN decision concerning those countries which previously had centrally planned economies (the UN Group D), an ISO member in any of those countries wishing to appear on the "ISO list" may make such a request to the Secretary-General.

(Council resolution 29/1992)"

"Council,

noting that the minimum financial contribution of two units for becoming a member of ISO still represent a sizeable amount for countries with very small economies,

decides to create a third category of membership within ISO with the following features:

1. Designation

- Subscriber membership

2. Eligibility

- Any body/organization dealing with standardization activities in a country with a very small economy is eligible for ISO subscriber membership.

3. Statutory aspects

3.1 There is only one member of any ISO membership category per country.

3.2 With respect to admission, the same rules apply as for correspondent membership, i.e. the body interested in becoming a subscriber member sends a formal application to the Secretary-General who, after due consideration, decides on the admission of the applicant as a subscriber member; the admission becomes effective as of the date the payment of the membership fee reaches the Central Secretariat. If the subscriber member fails to pay its dues for a given calendar year by 31 December of that year, it is dropped from membership from 1 January of the following year.

3.3 Subscriber members have the right :

- to benefit from training in the framework of the Development Programme;
- to receive one copy of each of the following:
  - Bulletin
  - Press service
  - Communiqués
  - Memento, Catalogue, Constitution, ISONET Directory, Development manuals Material for World Standards Day

3.4 Subscriber members do not have the right :

- to register in ISO technical bodies and Council committees or to attend their meetings;
- to vote on any issue within any ISO body.

4. Financial aspects

- The fee for subscriber membership is set at 1/2 of the subscription unit value set by Council each year.
- A 70 % discount is granted to subscriber members on the first copy of any ISO publication ordered, including standards.

5. Duration of subscriber membership

- Subscriber membership is not limited in duration."

(Council resolution 30/1992)

ITEM 10 FEASIBILITY OF ESTABLISHING AN INTERNATIONAL SYSTEM FOR THE RECOGNITION OF CERTIFICATION BODIES

As mentioned under agenda item 4, in September 1992 Council adopted a resolution (28/1992) requesting CASCO to submit to Council not later than May 1993, after the CASCO meeting, a comprehensive report, taking account of activities in other organizations, on its studies of means to promote and achieve mutual recognition of conformity assessment activities, with special urgency given to a study of the possibility for an international system for accreditation of quality system registration bodies to be established. BSI has proposed a system of peer group evaluation between certification bodies, where all within the system can accept the validity of certificates issued by others and has agreed to prepare draft documents to be available in due course for possible consideration by CASCO. (See CASCO Chairman's note concerning the Council resolution, document ISO/CASCO 198 reproduced in the annex to ISO/DEVCO 255).

The Chairman of CASCO has undertaken to pursue the BSI proposal, and other activities, and submit a plan of action for the next meeting of CASCO. Based on member bodies' response to document ISO/CASCO 198, on current work of ISO/CASCO WG 8 *Assessment of certification bodies* and on experience available at international and regional level, the CASCO Chairman will invite a small number of experts to help him draft an outline of the proposed CASCO report to Council. The Chairman of CASCO WG 8 will attend the DEVCO meeting and present a status report on the work of that group.

DEVCO ACTION DEVCO members are invited to take note of the above information

CASCO CHAIRMAN'S NOTE CONCERNING THE IMPLEMENTATION OF COUNCIL RESOLUTION 28/1992

In its resolution 28/1992 (see document ISO/CASCO 195), Council asks CASCO "to submit to Council as soon as possible but not later than May 1993 (i.e. right after the CASCO meeting) a comprehensive report, taking account of activities in other organizations, on its studies of means to promote and achieve mutual recognition of conformity assessment activities, with special urgency given to a study of the possibility for an international system for accreditation of quality system registration bodies to be established.".

It is proposed to deal with this matter in the light of the work by WG 8 "Assessment of certification bodies" as well as resolutions from PASC and COPANT, and an input from BSI (copy attached). Other national comments will be welcome.

The BSI resolution addressed to CASCO envisages a system of peer group evaluation between certification bodies, such that all within the system can accept the validity of certificates issued by others. The process could also provide the necessary evidence to accreditation bodies, be those established at national, regional or international level.

I have undertaken to pursue actively this proposal by BSI, as well as other activities, such that a report giving a plan of action may be presented on conclusion of the next CASCO meeting. For their part, BSI have agreed to prepare draft documents to be available in due course for possible consideration by CASCO.

The peer group evaluation process has a number positive aspects to recommend it, amongst which are:

- there are working models in IECQ and IECEE;
- minimum cost to establish;
- it could provide recognition where no accreditation system exists;
- provide evidence to accreditation systems where required;
- reduce current extensive auditing between bilateral or multilateral mutual recognition partners;
- agreement between certification bodies may be easier to achieve than between governments or accreditation systems;
- a rapid means to meet the needs for the recognition of certificates of registration gained.

I propose to consult the CASCO Chairman's group on this matter at its meeting on 11 December 1992, following which a further report will be presented to CASCO members.

Signed
O. Archer
Chairman of CASCO

Annex overleaf

PEER EVALUATION GROUP MEETING - 11 SEPTEMBER 1992

PEER EVALUATION BY CERTIFICATION BODIES

The ad hoc group (see note below)* which met in London 11 September 1992 resolved the following:-

- recognising that ISO 9000 is being adopted worldwide and that third party certification of quality systems in companies is growing on a national basis;

- recognising that in order to avoid multiple assessment of companies the national certification bodies are increasingly entering into bilateral and multilateral mutual recognition agreements;

- recognising the need for the credibility of such arrangements to be established with purchasers worldwide if such arrangements are to be effective;

- recognising that there is a danger of creating a new international multiple assessment of certification bodies;

- concluding that whilst the accreditation of such bodies, may be appropriate on a national basis, the extension of this process across frontiers will have the same mutual recognition problems and therefore has doubtful added value.

resolves that:-

- as a group it will take the initiative in establishing an international professional approach to establishing the integrity of the third party certification through an open peer evaluation process of assuring and maintaining the competence of such bodies;

- ISO Council be requested to ask CASCO, as a matter of urgency:-

  a) to prepare generic and specific rules for the process of peer evaluation as appropriate for the establishment of such a system for certification bodies, or other bodies concerned with the provision of third party certification/registration of company quality systems for conformity to ISO 9000, taking account of the methodology current in the IECQ and IECEE systems as appropriate

  b) to advise Council on the feasibility of ISO introducing and promoting a worldwide facility for peer evaluation to give international support and credibility to the process.

Whilst the ultimate objective is that ISO will respond in a timely fashion, the group will proceed with the development of rules, procedures, structures etc. This work will be co-ordinated with any ISO/CASCO work.

observes that:-

- successful, credible international peer evaluation system will;

- reduce costs by eliminating multiple evaluation;

- provide a firm and effective basis for national accreditation;

- provide a firm and effective basis for mutual recognition agreements;

- utilise the evolution and experience of professional bodies for self-regulation thus maintaining high standards

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* The meeting called by BSI was attended by representatives of some 30 bodies with which BSI had working relationships.

ITEM 11 ISO/WORLD BANK SEMINAR "ROLE OF STANDARDIZATION IN ECONOMIC DEVELOPMENT, WASHINGTON, 4 AND 5 NOVEMBER 1992

In their striving to achieve economic stability and growth developing countries are trying to enhance their ability to produce goods and services that can both satisfy local needs and reach export markets. In both cases, the central issues are productivity and competitiveness.

The World Bank and other international and national development banks and agencies are beginning to include sub-programmes for building up the standardization infrastructure into their major development programmes implemented in developing countries. In order to strengthen this tendency and to ensure better cooperation between people in the development and standardization communities, ISO and the World Bank have agreed to organize jointly a seminar on the Role of standardization in economic development. This seminar was held in the World Bank headquarters, Washington on 4 and 5 November 1992.

The seminar was sponsored by six ISO members from industrialized countries that offered technical and financial support.One aspect of this support was delegating some of their directors to share their experience in planning and implementing assistance projects in the fields of standardization in developing countries with the seminar participants.

The World Bank offered the conference and secretariat facilities for the seminar at its Washington headquarter. World Bank directors and project managers made presentations about the sub-programmes concerned with standardization which form part of development programmes implemented by the World Bank in various developing countries.

Invitations to the seminar were sent jointly by ISO and the World Bank to more than 100 international, regional and national development banks and agencies and to all ISO member bodies. The seminar was attended by 73 participants who represented a broad cross-section of development banks and agencies, and ISO members from both developing and industrialized countries. ISO members were often represented by their chief executive officers or their deputies. The seminar was also attended by ISO President and Secretary-General and by the Director of the ISO Development Programme.

The programme of the seminar included a tutorial part dealing with the different aspects of the standardization infrastructure such as establishing standards, testing, certification, quality management and quality assurance, metrology and accreditation. It also included case studies dealing with development projects in the fields of standardization implemented by the World Bank, other development agencies and ISO member bodies from industrialized and developing countries. Finally, there was a session of roundtable discussions with a panel of experts from the World Bank and ISO members leading discussions and answering questions of participants.

Each participant received an information kit including a brochure with basic information about ISO and the basic concepts relevant to standardization activities. It also included brief

information on ISO members sponsoring the seminar and their development assistance programmes and leaflets about the World Bank. The full seminar proceedings including the texts of presentations, the questions and answers related to each and the roundtable discussions are expected to be published in the second quarter of 1993.

The seminar has generated considerable interest and has helped to shed light on the role that can be played by standardization technology in promoting economic development. It highlighted successful projects and identified some of the obstacles that hinder the effective utilization of standardization to serve the purposes of development. Discussions that took place with the participation of representatives of the standardization and development communities have contributed to a better understanding of the needs and expectations in this field. We hope that this will foster more fruitful cooperation between the two communities for the benefit of developing countries.

DEVCO ACTION DEVCO members are requested to note the above information and comment as necessary.

programme and full support from member bodies. It is expected that adequate funding to maintain the quality and variety necessary for the newsletter, special publications and symposia and to ensure repeat subscriptions will be generated by reaching the 1993 subscription target of 2 700. The programme should continue to be self-supporting, as originally planned.

The ISO 9000 News

The ISO 9000 News has become the cornerstone of the ISO 9000 Forum. It has grown from a twelve page newsletter in early 1992 to twenty pages by the end of the year. The letter has regular country features to update readers on the activities in different countries and dedicates significant space to real life experiences in the application of quality management principles, registration and assessment activities and so forth.

DEVCO ACTION

DEVCO members are requested to take note of the information contained in the report on the ISO 9000 Forum

ISO/DEVCO
February 1993

ITEM 13 - MARKETING STANDARDIZATION

The Director, Administration, Budget and Marketing, ISO Central Secretariat will make a presentation on the above subject, which is intended for the information of DEVCO members on the needs, tools and strategies of marketing in the field of standardization.

DEVCO ACTION

DEVCO members are requested to take note of the presentation by the Director, Administration, Budget and Marketing

ITEM 14 ISO 9000 FORUM

As this subject is of particular interest, the Programme Manager of the ISO 9000 Forum has drawn up the following report for the interest of DEVCO members:

The ISO 9000 Forum is an international communication mechanism to support the application of the ISO 9000 series standards. The Forum programme which was approved at the General Assembly in Madrid in October 1991, offers a full service to subscribers which includes International ISO 9000 application symposia, special publications, discounts on quality management standards and related ISO publications, and the *ISO 9000 News*, an ISO newsletter published six times a year featuring up to date information about the ISO 9000 series standards, their application, including assessment and registration matters.

The ISO 9000 Forum was officially launched in January 1992.

ISO 9000 Forum application symposia

Response to application symposia has been positive. The Central Secretariat has participated in numerous ISO 9000 application symposia and related conferences in recent months.

The **first ISO 9000 Forum application symposium** was hosted and organized by AFNOR in Paris in March. The symposium was attended by some 500 participants from 19 countries. It provided positive feed back to both AFNOR and ISO concerning the ISO 9000 Forum programme. The symposium was animated by a well-known French TV personality (economic analyst), and among the speakers were some of the world's best experts in quality issues. Major themes included "ISO 9000 – the quality factor", "ISO 9000 – the quality standards", "ISO 9000 – a certification tool", "ISO 9000 – to succeed". Also discussed was "ISO 9000 – the training/ consulting concept", "ISO 9000 – quality of service" and finally, "ISO 9000 – the environmental question".

The **Tokyo ISO 9000 Forum application symposium** followed close on the heels of the Paris meeting. Despite the relatively late growth of interest in ISO 9000 in Japan JSA/JISC successfully attracted 350 participants from 15 countries. Interest in certification programmes and in the mutual recognition of certificates across international borders was especially strong. Another topic of considerable discussion related to the needs of specific industry sectors vis-à-vis ISO 9000 series application.

The **third ISO 9000 Forum application symposium** was held in June as a half day session of the 36th annual conference of the European Organization for Quality (EOQ) in Brussels. The 36th EOQ annual conference saw record attendance of 1 100 delegates from 41 countries. The ISO 9000 Forum session was attended by about 900 of the EOQ delegates. The ISO Secretary-General gave an introduction citing the success and world-wide application of ISO 9000 standards before passing the floor to Prof. Kume followed by Mr. Yurcisin who gave the Japanese and US viewpoints on ISO 9000 respectively. Mr. Shaughnessy, chairman of ISO/TC 76, presented a paper *The ISO standards on quality management in the years 2000* which described the ISO/TC 176 plans with respect to the future revision of the ISO 9000 series (attached at annex). Mr. Fuhr, President of EOQ, and Mr. Croon (Belgium) joined these

speakers in a panel discussion in which certification and the application of ISO 9000 in developing countries were amongst the subjects discussed.

The success of the EOQ/ISO 9000 Forum led to an invitation to ISO to again co-sponsor an ISO 9000 Forum symposium at the 1993 annual EOQ World Quality Conference to be held in June in Helsinki (Finland).

The **fourth and fifth ISO 9000 Forum Application Symposia** were held simultaneously in Mexico City and on the Gold Coast in Surfer's Paradise in Australia. The Australian meeting followed the TC 176 plenary meeting and gave participants a first hand look at the results of this meeting. The Mexican meeting brought over 375 participants and represented the first ISO 9000 Forum Application Symposium held in the developing world. Interest in quality is clearly a major factor in Central and South America especially in the context of the North American Free Trade agreement.

Other quality management meetings

In March 1992, the **Institute of Quality Assurance** of the United Kingdom invited the Secretary-General to present the John Loxham Lecture in London. This is an annual quality event which has been addressed by such quality specialist as Dr. J.M. Duran. The Secretary-General presented *The ISO 9000 phenomena*, a speech which discusses the history and origins of the ISO 9000 series standards, highlights some of their major successes and briefly touches on the direction in which they may develop.

In the **Philippines, the launch of the national programme** of certification to ISO 9000 was opened by her Excellency President Corazon Aquino. In her speech President Aquino made reference to the importance of training as emphasized in the ISO 9000 series. As the Philippines move into the world of free trade President Aquino noted that she was "truly proud that the Philippines has adopted ISO 9000". At this event the Secretary-General commented on the ISO 9000 series emphasizing the importance of a recognized certification programme in building international business relationships.

At the **Global quality Congress** organized by SISIR (Singapore), the ISO President gave a presentation entitled *ISO 9000 as a world common standard on quality*. Mr. Hinds' speech touched on the history and development of the ISO 9000 standards, the importance of quality management in today's business world, the structure and content of the ISO 9000 standards, and finally the ISO 9000 Forum.

The ISO Central Secretariat participated in a quality conference in Istanbul held by the **Istanbul Chamber of Commerce**. The meeting was attended by over 500 interested participants in the Istanbul area.

Interest in holding future ISO 9000 Forum application symposia is high with meetings proposed for Turkey, Malaysia, Italy.

A special publication for the ISO 9000 Forum is a directory of quality assurance registrars published in September. Ideas for other special publications have been proposed but additional input and assistance is important here. The ISO 9000 Forum team at the ISO Central Secretariat relies on input from both the Steering Committee and member bodies to ensure that high quality special publications are developed and offered to ISO 9000 Forum subscribers.

ISO 9000 Forum subscriptions

The target of 1000 subscriptions was reached in July 1992. Year end subscriptions surpassed the 1400 mark. Increasing the subscription base will require a continued promotion effort of the

ITEM 15 DATE AND PLACE OF NEXT MEETING

The next meeting of DEVCO will be held in Nice, France in 1994 in conjunction with the next meeting of the ISO General Assembly. The exact dates will be communicated to DEVCO members in due course.

DEVCO ACTION DEVCO members are invited to note the above information

AFNOR – NICE – FRANCE

COPOLCO

ISO Council Committee on consumer policy

DEVCO

ISO Council Committee on Development

Preventing accidents and promoting safety

The role of standardization

COPOLCO/DEVCO Workshop

Geneva, 28 April 1993

Summaries of papers to be delivered and in annex biographical sketches of the speakers

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ISO

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ISO Council Committee on Development

Safety – Where do we stand?

BASIC CONCEPTS OF SAFETY

by Mrs. R. Aoust-Surrans, Secretary-General, Consumer Safety Commission, France

Introduction

- Why prevent accidents ?
- Which accidents to prevent ?
- How to prevent accidents ?
- What are the causes of accidents (Iron Law of Safety)
- How to suppress or limit efficiently these causes

I. Basic tools for policy and decision-making

A. Data collection on accidents and risks
- systematic
- non-systematic

B. Research
- within the business
- within laboratories
- coordinated research programmes

C. General safety duty, coordination body and preventive regulatory and standardization procedures

D. Enforcement capacity

E. Communications and media

II. Basic components of safety

A. "Passive" safety
- incorporated in the product or service
- taking into consideration all users
- taking into consideration normal and reasonably predictable use (behaviour, ergonomics)
- articulating essential safety requirements and standards (testing methods)

B. "Active" safety
- education
- information

Preventing accidents and promoting safety

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Safety – Where do we stand?

BASIC CONCEPTS OF SAFETY

by Mrs. R. Loosli-Surrans, Secretary-General, Consumer Safety Commission, France

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Introduction

- Why prevent accidents ?
- Which accidents to prevent ?
- How to prevent accidents ?
- What are the causes of accidents ("triangle" analysis) ?
- How to suppress or limit efficiently these causes ?

I. Basic tools for policy and decision-making

A. Data collection on accidents and risks
   - –systematic
   - – non-systematic

B. Research
   - – within the business
   - – within laboratories
   - – coordinated research programmes

C. General safety duty, coordination body and preventive regulatory and standardization procedures

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II. Basic components of safety

A. "Passive" safety
   - – incorporated in the product or service
   - – taking into consideration all users
   - – taking into consideration normal and reasonably predictable use (behaviour, ergonomics)
   - – articulating essential safety requirements and standards (testing methods)

B. "Active" safety
   - – education
   - – information

C. "Mixed" safety
- product labelling
- instructions for use
- maintenance
- recycling

Conclusion : key preventive role for standards

1. For "passive" safety :
   - when there is no general or specific regulation,
   - when there are such regulations,
   - using valid data and research (cf. ECOSA recommendations)

2. For "active" safety :
   - promotion of standardised products,
   - certification labelling,
   - participation in public interest safety campaign.

3. For "mixed" safety :
   - "advisory" labelling,
   - instructions for use, maintenance and recycling.

Safety – Where do we stand?

HAZARDS BASED (HORIZONTAL) APPROACH - RISK ANALYSIS

by Mr. P. Makin, Chairman of ISO/TC 199, Safety of Machinery

Regulations giving rules for machinery safety were amongst the first examples of national employment legislation that emerged in the early nineteenth century. These were drafted in a prescriptive way and tended to deal with specific hazards in isolation, according to the social/political pressures of the time. Many remain in force, virtually unchanged, until today.

In July 1985, CEN/TC114 Safety of Machinery, met for the first time in Berlin. This TC had been set up in response to a Europe-wide demand for a radical review of existing safety methods. It had become evident to safety practitioners that the existing prescriptive approach had become very inflexible when trying to accommodate modern integrated machinery with their complexity of risks.

Within the framework of CEN, TC114 was able to gather together a wide range of Europe's best safety experts representing machine suppliers, users, organised labour, professional bodies, labour inspectorates and consumer groups. They were able to refer to a wide range of national developments, in particular the work done in the UK through the production of BSI 5304:1988 Safety of Machinery.

The first priority was to find a basic philosophy and a methodology that could be applied to any machine having any combination of hazards to both safety - the traditional area for legislation - and health. Reflecting society's increasing pre-occupation with chronic damage from noise, toxic materials, etc.

It became clear that one way of achieving this objective would be to base the approach on the following basic principles :

Identify each hazard arising from the (specified) use of the machine

then

Carry out a risk assessment to determine which hazard requires some form of action to minimise – or eliminate – the risk.

This approach was then extended by looking at what action could be taken and this was developed into a three-stage strategy :

Eliminate or minimise the risk by design
Provide protective measures
Give information on use, e.g., safety training, PPE, safe systems of work, limitations of use

This flexible and far-reaching approach has now been formalised as EN 292 Pts 1&2 Safety of Machinery. **It should be noted that this approach is not restricted to the solution of machinery based safety problems and can be used wherever there is a definable risk.**

In 1991, ISO TC/199 was formed so that the work originally started in Europe could be introduced to and developed further in the international arena, in co-operation with the other TCs in both ISO and IEC working in the same field.

CONSUMERS VIEWS AND EXPECTATIONS

PERSPECTIVES FROM DIFFERENT LEVELS OF NATIONAL DEVELOPMENT

by Prof. M. Shah, Consumer Education and Research Centre, India

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The technological advancements and sophistication in production processes has left the common consumers bewildered in making his choice in the market place. The consumer awakening all over the world has led Governments, standardization bodies and certification agencies to provide safeguards and assurances to consumers that what they buy – products or services - meet their requirements. In this endeavour, standards both national and international play an important role in providing safety and satisfaction to consumers.

India is a large country with a population of over 870 million. She has a federal structure comprising 25 States and 6 Union Territories. With a broad division of legislative competence between Centre and States, I would like to analyse the situation as it prevails in India, with a request that industrially-advanced countries, with a lead period of 30 to 50 years, can share their experiences in the context of developing countries.

India is one of the few countries which has brought out a comprehensive Consumer Protection Act, 1986, for safeguarding consumer rights and for providing quick consumer redressal mechanism. This is one of the best pieces of legislation relating to consumer protection, almost anywhere in the world. The Bureau of Indian Standards, the national standards body of India, provides support to the consumer movement through the development of voluntary standards and the operation of a Certification Marks Scheme, in addition to certain other standardization and certification bodies.

The consumer movement in India is permeating every walk of life according consumers their rights. Seen in this background, the goods and services available in many cases fall short of their expectations. Voluntary standards have remained a theoretical proposition as they have not been adopted widely in the industrial sector. The certification system meant to ensure conformity of goods and services have not come up to the entire satisfaction of consumers. Covering 1 400 standards out of 15 000 standards brought out by BIS, licensing some 7 000 industrial units through some 12 000 licences reflects a tip of the iceberg. India has a large industrial base with small, medium and large industries. Considering the total number of industrial units, not even one percent have been covered under certification. Moreover, even the industries having certification many a time fall short of consumers expectations due to certain malpractices. This adds further misery to consumers. Notwithstanding all this, BIS certification is perhaps the largest in the world with more than 12 000 active licences on the register.

The consumer groups like Consumer Education and Research Centre, to which I belong, is setting up its own laboratory for comparative testing, ranking and evaluation of consumer items such as food, pharmaceuticals and household electrical appliances, affecting health and safety of the consumers; and VOICE has brought out a buying guide on Coloured TV sets. We intend publishing the results for the benefit of consumers which could guide them to choose

from various brands available in the market. In addition thereto, CERC will also take action against the producers for manufacturing and marketing unsafe products and for recall thereof, and action for unfair trade practices for product claims not substantiated by laboratory test reports.

This has sent the right message to industry and in particular to certification agencies who guarantee quality and safety of products, but often these guarantees belie the customers' expectations.

Consumer organisations are facing a serious dilemma in India. On one hand, they campaign that the consumer should buy products carrying BIS certification marks, and on the other hands, the consumer groups like CERC will unintentionally create problems for BIS, when it publishes the test reports that some of the brands carrying certification marks do not conform to the standards, including standards concerning safety of the products.

Consumer groups like CERC are associated with BIS by being members of the general body of various Committees and Sub-Committees for formulation of standards.

Standardization is a sine qua non for economic development. It is no less important for ensuring safety to human life. Indian Standards have been evolved in all aspects of safety starting from ergonomic design, development and installation of equipment and machinery, safety norms for handling and disposal of dangerous material to control of contamination, to limiting pesticidal residues, food additives and hygienic conditions in food establishments. What is needed is that the International Organization for Standardization (ISO), the pioneer international standards body, should steer a safety movement in the world through standards.

A ray of hope is rising on the horizon for developing countries' consumers. It is the advent of the ISO 9000 series of standards and their application at the enterprise level. It is a world-wide movement for the improvement of quality of goods and services. There has been an enthusiastic beginning in India. The Bureau of Indian Standards and a few more certifying agencies are certifying quality systems of enterprises and around 30 enterprises have been certified. From this modest beginning, consumer are expecting that the movement will expand and a better quality of life will emerge.

CONSUMERS VIEWS AND EXPECTATIONS

PERSPECTIVES FROM DIFFERENT LEVELS OF NATIONAL DEVELOPMENT

by Dr. I. Geri, Technical Director, Commercial Quality Control Institute, Hungary

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In Central Eastern Europe, even under the conditions of a planned economy, consumer protection has existed – established to various extents and run with different efficiencies in various countries. In that framework, primarily life, health and environment were protected and the basic consumer interests were safeguarded, as declared liabilities and duties of the state. The other consumer rights (access to decision-making, education, information) were not or only superficially provided for by the official power. Non-governmental consumer protection was only formal.

For example in Hungary, the change of political system was not followed up by the co-ordinated change of statutory regulations and system of institutions for consumer protection.

At the period of transition to the market economy, with a rapid increase in the number of entrepreneurs/traders (most of whom operate without any knowledge of statutory regulations and of the profession) the number of market participants who violate the laws, (and thus consumer protection regulations) is also on the increase.

The appearance of dangerous products on the market is a frequent occurrence especially with the sales of smuggled goods and with the flourishing of a black market. Such hazardous items include articles that do not meet even the most essential electric safety regulations, toxic toys from the Far East, unregistered curative products and foodstuffs hazardous to health, as well as products sold without purchasing guides (consumer information and operating instructions), which are thus also dangerous.

An important technical background for product safety tests and for the issuing of authority approvals is represented by standards, most of which fall into the category of so-called compulsory standards. This deviates from the West European practice where directives determine the obligatory application of specifications and standards. A change has occurred in this field and the system of standards moved closer to the EEC practice.

It is a signifiant step forward, however, that Hungary was the first Central European country where the Parliament has passed the Product Liability Act (entering into force on 1 January 1994) and the Consumer Protection Act is being prepared.

CONSUMERS VIEWS AND EXPECTATIONS

PERSPECTIVES FROM DIFFERENT LEVELS OF NATIONAL DEVELOPMENT

by Mrs. V. Tiili, Director General, National Consumer Administration, Finland

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The importance of standardization in setting requirements upon product safety and quality has increased in Europe along with the new approach adopted by the EC. Consumers expect standardization to guarantee a high level of safety. Consumer goods are made to be used by consumers. Their voice must therefore be heard already in the preparation of standards. To ensure this, every committee and working group dealing with the standardization of consumer goods should have one or more member representing the interests of consumers. For today's consumers this provides a challenging opportunity to exert their influence on an area directly affecting their own safety.

In Finland, a reorganised Consumer Committee on Standardization was set up at the beginning of 1992 to replace the Consultative Committee on Consumer Affairs established in the 1970s by the Finnish Standards Association, SFS. The purpose of the new Committee is to promote more active participation of consumers in standardization. The Committee was established by a joint agreement of the National Consumer Administration and the Finnish Standards Association, SFS. By this agreement the main responsibility for the Committee's activities was shifted to the consumer side.

The Finnish Consumer Committee on Standardization has been very active in its work. It has set the priority targets for consumer participation in standardization and will follow up and develop this priority list. One major problem in the promotion of consumer participation is the scope of area in which consumers should exert their influence. The scarce funds available will, however, restrict consumer representation only to the most important projects of relevance to the safety of consumers.

Thus the Finnish Committee has placed top priority on such products as toys, child care and use items, sporting goods, personal protective equipment, kitchen and bathroom fixtures and fire safety requirements for textiles. Special expertise in a certain area will naturally improve consumers' possibilities to influence the preparation of standards. In Finland one such area is noise produced by toys.

The Finnish Committee has also investigated the possibilities of consumers to influence for example telestandardization and the standardization of electrical appliances. Of the activities of the Finnish Committee which can be mentioned is participation in the work of SECO, which was started some time ago. The Committee has given its opinion to COPOLCO on ISO/IEC Guide 37 : *Instruction for use of products of consumer interest*, as well as on the order of priority of standardization projects. The Committee acts as a coordination body in Finland giving opinions on matters related to standards and standardization with emphasis on consumer aspects.

Knowledge of and interest in standardization has increased recently also on the consumer side. In Finland, the new Consumer Committee on Standardization has clearly strengthened cooperation and improved the possibilities of consumers to influence standardization. On the other hand, there are problems in the participation of consumers in standardization, both at national and international levels. For instance within CEN, manufacturers have been criticised for having too much say in the formulation of standards. It is important that a European Standardization Structure for Consumers will at last be brought into existence. It is a challenge for the bodies representing the interest of consumers in different countries to increase and strengthen their global and European cooperation in standardization in order to promote safety.

Safety in practice

ELECTRICAL TOOLS AND APPLIANCES

by Mr. F. Lunghi, Black & Decker Industriale S.p.A, Italy

Electric tools

– Definitions
– Classification
– Ref. Standards
– Marketing data

Safety in Practice

– Use of Electricity
– Mechanical Hazards

Consumer Safety

– Role of Standardization
– Future Work

Safety in practice

TOYS AND CHILDREN'S FURNITURE

by Mrs. A.J. Smith, Senior Project Controller, Consumers' Association, United Kingdom

Within this paper special needs of children in relation to safety are detailed. This includes the young child's lack of awareness of dangers and hazards in the surroundings, the unpredictability of older children and the ability of all children to use products in ways other than those originally intended.

Although toys and children's furniture are specifically considered, attention is drawn to the necessity for all products specifically designed for the use and care of children to be free from hazards in use. Examples of hazards are sharp edges and projections that could cut or wound a child and small parts that are easily detached, and if put by a child into his mouth, could cause a choking hazard. Products specifically designed to provide protection for a young child from its surrounding environment, such as stair gate, play-pen or fireguard, must provide an adequate level of protection.

The role of Standards is addressed. Standards are a vital part of the safety process, allowing product to be produced with built-in safety and, as such, reduce accidents. Standards help designers, manufacturers, people selecting products for sale and consumers when making purchases. All these groups of people should be involved in the Standards-making process.

The need for "Quality" Standards to be produced against a reasonable time framework is addressed together with the need for the validation of Standards and inter-laboratory trials on complex test methods. The role of good communications between experts in child safety during the Standards-making process is also important.

Hazards that are unique and particularly severe to children are identified with the emphasis that the majority of hazards are common to all children. How protection from these hazards has been approached within ISO, CEN and National Standards is addressed. Standards currently being drafted in CEN are included. Attention is drawn to the need for horizontal (hazard based) Standards in addition to vertical (product) Standards as a method of producing consistent Standards across a wide range of products.

The role of horizontal Standards in the production of vertical Standards from the simplest product to the most sophisticated product is indicated, emphasising that young children, wherever they live and whatever they use, need protection from hazards inherent in the products and in the environment where they live.

Safety in practice

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Safety in practice

FIRE AND EXPLOSIONS – A CASE STUDY

by Mr. M. Hugi, Head, Household, garden and leisure department, Swiss Accident Prevention Bureau

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"Anti-flame" campaign

1. Fire prevention thanks to fire-resistant textiles

20 000 fires break out each year in Switzerland, of which 12 000 in the home. Damage amounts to somewhere about 300 million Swiss francs, without counting the cultural assets forever lost. Very often the disaster is caused by curtains that catch fire.

In view of these accidents and of the requirements of consumers, hospitals, homes, management of public buildings, insurance companies, etc., the need, today, to indicate the degree of fire-resistance is beyond question. That is why the fire prevention information centre (CIPI), the Federal Institute for Testing of Materials and Research (EMPA) and the BPA, in co-operation with the Association of Cantonal Fire Insurance Companies (AEI) have decided to create a quality label for fire-resistant curtains and drapes.

2. ISO and EN Standards for testing curtain combustibility

The work achieved in ISO/TC 38/SC 19/WG 3 have led to the adoption of two International Standards: ISO 6940 on the determination of ignitability, and the other on the determination of flame spread properties of vertically oriented specimens, such as curtains.

Various CEN working groups dealing with fire behaviour of textiles use these standards as a basis for their work. As a result, it has been possible to re-use a number of draft standards with slight changes for curtains. These have already been adopted by SC 1 and are only awaiting final adoption at European level. For determining the fire-resistance of curtains and veiling, it is most probably EN standard 26 940/1, based on an ISO test method, that will be applied.

3. The following informative material has been developed for the BPA/CIPI campaign

- assessment rules for obtaining the quality mark
- BPA/CIPI quality mark (label and sticker)
- four-page, A5, information leaflet
- list of assessed products
- decorative package for curtain and drape shops
- information panel for fairs and specialised events, including a demonstration model
- T.V. spot.

Finally, the need for Standards to be written to enable products to be produced with built-in safety and hence reduce accidents is re-emphasised together with the thought that most people believe that items which are specifically designed for the use of children would not be made and sold if they were not intrinsically safe.

Safety in practice

TOXIC MATERIALS

by Dr. K. Tsimillis, Standards Officer, Cyprus Organization for Standards and Quality Control (CYS)

Chemical substances and preparations are widely used in all fields of economic activity. Their number is now estimated to be up to 70 000. Quite often due to bad experience, accidents,etc.) people become very sensitive, in some cases tending to be affected by "chemiophobia" !

However, not all of these 70 000 chemicals are toxic or may impose any danger to human health and the environment. How can the consumer evaluate the case ?

There is an internationally-accepted classification of various groups of substances based on the inherent hazard, if any. A relevant terminology applies (i.e. toxic, hazardous, dangerous, flammable, irritant, hazardous to the environment, etc.) and this should appear on the labelling of packaged products accompanied by phrases, pictures, symbols and instructions for use and disposal.

Is it enough ? Consumers are not aware that this is not the only case to deal with toxic materials (in the broad meaning of the term). Household products, devices, equipment and other materials may impose severe danger both to the user and other people. The main problems are due to unsuitable/unsafe materials, design and packaging, lack of information and education, misuse/improper use, toxicity of decomposing products (e.g. in the case of a fire explosion), accessibility to children, substitution of old building materials, etc.

It is obvious that today problems are more complicated due to the fact that many more household chemicals are used (detergents, bleaches and other cleaning agents, insecticides) as well as pharmaceuticals, insulating materials, foaming plastics, packaging materials, cookware, etc. Is the consumer given all necessary information to use them safely so as to enjoy the technological development ?

The role of standardization is of great importance to meet all these additional needs. Standardization work, based on the cooperation of all interested parties, represents an efficient procedure in this direction. In a changing world with the elimination (or, at least, lowering) of trade barriers, the importance of standards is continuously increasing.

We have to improve cooperation at the national and the international level !

PREVENTING ACCIDENTS AND PROMOTING SAFETY – THE ROLE OF STANDARDIZATION

Biographical sketches of the speakers

Mr. R. NAVARRETE
(Philippines)

has been director of the Philippines Bureau of Product Standards (BPS) since 1988. Before joining BPS, he held several management positions in the field of industrial policy planning and programming, marketing and development. He represented BPS at the 1988 and 1991 General Assemblies. Mr. Navarrete has been regional liaison officer for East and South East Asia since January 1988 and was appointed as DEVCO Chairman in September 1992.

Dr. S. SPIVAK
(USA)

is a certified standards engineer, and a fellow of both Standards Engineering Society (SES, North America) and the Textile Institute (United Kingdom). He serves on the Board of Directors of the American National Standards Institute (ANSI), is Vice-Chairman of ANSI's Consumer Interest Council, Chairman of the ANSI-CPSC coordinating committee for the US Consumer Product Safety Commission (CPSC), and has substantially contributed to the COPOLCO activities as leader of the ANSI delegation to COPOLCO for several years before being appointed COPOLCO Chairman at the end of 1990. Dr. Spivak also chairs The SES Professional Education Committee. He was appointed as COPOLCO Chairman in January 1991.

Mrs. R. LOOSLI-SURRANS
(France)

holds degrees in law and political science from the Universities of Aix-en-Provence (France) and Chicago (USA). She has been the Secretary-General of the French Consumer Safety Commission since the latter was created in 1984. Before dealing with consumer questions, Mrs. Loosli-Surrans was a legal advisor at IBM.

Mr. P. MAKIN
(United Kingdom)

is a chartered engineer, and a fellow of both the Institution of Mechanical Engineers and of the Institution of Occupational Safety and Health. He is also a member of the British Institute of Management. Mr. Makin was the founder member of CEN/TC 114 *Safety of Machinery* and has been intimately involved in the development of the standards programme mandated by the EEC/EFTA in support of the Machinery Directive (EC/89/392). He is the Chairman of ISO/TC 199 *Safety of Machinery*.

Prof. M. SHAH
(India)

is a member of the Central Consumer Protection Council Under Consumer Protection Act, 1986 (Government of India), and a visiting professor to the Indian Institute of Management in Ahmedabad. In 1982, Prof. Shah sought premature retirement as General Manager of the Arvind Mills Ltd. to devote a large amount of time and attention to the consumer movement, and is presently Managing Trustee of the Consumer Education and Research Centre in Ahmedabad.

Dr. I. GERI
(Hungary)

is a member of both the Textile Chemists and Colourists Section of the Hungarian Society of Textile Technology and Science, and of the Scientific Society of Mechanical Engineering. He is a graduate of the University of Pardubice (Czech and Slovak Federal Republic) where he undertook research work in the field of dyestuffs and colour theory. Dr. Geri joined the Budaprint Textile Company (BTC) in 1974, working out several patents for textile and dye. He is the Technical Director of the Institute of Commercial Quality Control where he has been working since 1984.

Mrs. V. TIILI
(Finland)

has been the Director General of the National Consumer Administration of Finland since September 1990. From 1978 to 1990 she worked in the Central Chamber of Commerce, first as a consultant in marketing law and later as Head of the Legal Department and as Director. She has published juridical books and articles in the field of international market law.

Mr. F. LUNGHI
(Italy)

took an engineering degree in chemistry. As Engineering and Factory Services Manager of the Italian plant of Black & Decker, Mr. Lunghi assumes certain responsibilities in the field of standards as the Italian member and expert of IEC and CENELEC committees.

Mrs. A. SMITH
(United Kingdom)

has been working for the Consumers' Association in their Consumer Research Laboratory for more than 20 years. During that time she has been involved in the testing of a wide range of products. Currently she manages a laboratory department that includes the testing of nursery goods and other items related to child safety. Mrs. Smith is a member of all the UK national committees covering nursery goods. She is a member of CEN/TC 252 *Child use and care articles* and is the Comité consultatif des Consommateurs' (CCC) observer to CEN/TC 252/WG 3 *Wheeled child conveyances,* WG 4 *Early caring and protection* and WG 6 *Hazard based working group.*

Mr. M. HUGI
(Switzerland)

is Head of the Household, garden and leisure department of the Swiss Accident Prevention Bureau (BPA) in Bern (Switzerland). In this capacity, he has played a substantial role in the preparation of the leaflet entitled *Foreseen risks – Less risks,* issued by the BPA.

Dr. K. TSIMILLIS
(Cyprus)

took a degree in chemistry and a Ph.D in chemistry of the University of Athens (Greece). Before joining the Cyprus Organization for Standards and Quality Control (CYS), Dr. Tsimillis held positions such as Researcher at the Physical Chemistry Laboratory of Demokritos (Athens), Lecturer at the Physical Chemistry Laboratory of the University of Athens, and Chemistry and Physics Teacher at secondary schools in Cyprus. Moreover, he has published a series of research papers and articles concerning food, chemical products, packaging and the environment.

ISO Council Committee on conformity assessment (CASCO)

Ninth meeting
Geneva, 4-5 May 1993

Working documents

ISO/CASCO 202
January 1993

ISO/IEC BOOK "CERTIFICATION AND RELATED ACTIVITIES"

The ISO/IEC book "**Certification and related activities – Assessment and verification of conformity to standards and technical specifications**" prepared by the CASCO Editorial Advisory Group, has been distributed under cover of the ISO Secretary-General's circular letter ISO/CASCO of 1992-12-22. Special prices for early and bulk purchases were offered to members.

Members wishing to make the book known in their national circles will be able to draw from the Preface and Introduction of the book itself, and from the presentation that was included in Issue No. 5 (September 1992) of CASCO News, the bi-monthly newsletter published within the framework of the ISO 9000 Forum programme. Attached herewith is an updated version of that presentation, for possible use by members in their promotion programmes.

Annex

ISO/IEC BOOK "CERTIFICATION AND RELATED ACTIVITIES"

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Annex

CERTIFICATION AND RELATED ACTIVITIES

Assessment and verification of conformity to standards and technical specifications

This new book (172 pages), jointly published by ISO and the IEC, is intended as a decision-making tool for all those who have to evaluate, choose or operate the various programmes used in trade today to demonstrate that products and services measure up to standards and technical specifications. It will provide information to all those concerned with conformity assessment as an aim to quality improvement and export promotion.

The book should be a valuable reference source for suppliers in industry, legislators and government officials concerned with trade and consumer affairs, the personnel belonging to the statutory authorities or commercial organizations who carry out assessment and verification programmes, operators of testing laboratories, and the purchasers/end-users themselves of products and services.

The contents comprise individual contributions from an international group of experts (from the former Czechoslovakia, Germany, Japan, Netherlands, South Africa, Sweden, the United Kingdom and the United States). Each author draws on practical experience to indicate the most appropriate application for the particular mechanism he is dealing with, discusses its strengths and limitations, and provides checklists of points to watch and steps to be taken in choosing or operating that mechanism.

Basic mechanisms examined include testing, inspection, surveillance and indications of conformity. The pros and cons of manufacturers' declarations and the growing utilization of third-party systems for the assessment of quality systems are discussed, as is the use of laboratories, and their accreditation. Useful guidelines and checklists are provided on the choice and acceptance of accreditation, certification and inspection bodies.

The new book has been prepared under the auspices of the ISO Council Committee on conformity assessment (ISO/CASCO) which has, over the last decade, developed some thirty guides and other publications on certification and related activities. It replaces the book published in 1980 under the title "Certification – Principles and practice"

Certification and related activities will help using, but will not replace the various ISO/IEC model standards and guides that are widely followed, throughout the world, in determining conformity. As a matter of fact, a number of conformity assessment mechanisms were in use for some time before international guides were actually published by ISO/IEC, and certain guides have come into being as a result of combining or deleting existing guides. However, all bibliographic references have been updated at the time of publication, so that the ISO/IEC guides that are referenced in the book are the most current guides in use today.

One of the aims of the authors was to promote the efficient and uniform use of these guides. They believe that uniform interpretation of requirements and results will smooth the way to mutual recognition by national certification bodies, and will help avoid technical barriers to international trade.

ISO/CASCO 204
January 1993

[Agenda item 2]

DRAFT AGENDA FOR THE NINTH MEETING OF CASCO

Geneva, 4-5 May 1993 – World Council of Churches – 150, route de Ferney

Opening: 14.30 on Tuesday 4 May 1993

Item	Document
1. Opening of the meeting	
2. Adoption of the agenda	ISO/CASCO 204
3. To note the Minutes of the 8th CASCO meeting held in Geneva, 30 April-1 May 1992	ISO/CASCO 192*
4. Matters arising from the Minutes of the previous meeting	ISO/CASCO 205
5. Chairman's report	ISO/CASCO 206
6. Council resolutions of interest to CASCO	ISO/CASCO 207
7. Report on developments in other groups	
7.1 Other ISO Council Committees	ISO/CASCO 208
7.2 ISO technical committees	ISO/CASCO 209
7.3 International Electrotechnical Commission (IEC)	ISO/CASCO 210
7.4 U.N. Economic Commission for Europe (ECE)	ISO/CASCO 211
7.5 Other bodies	ISO/CASCO 212
8. To consider document ISO/CASCO 193 (Rev.) "Draft – General terms and definitions concerning conformity assessment" Recommendation re relevant sections of ISO/IEC Guide 2" (Report from CASCO WG 5)	ISO/CASCO 193 (Rev.)
9. To discuss the revision of document ISO/CASCO 194 "Draft – Guidelines for the drafting of standards suitable for use for conformity assessment of products – (Revision of ISO/IEC Guide 7)" (Report from CASCO WG 7)	ISO/CASCO 194 (Rev.)
10. Report from CASCO WG 8 – Assessment of certification bodies	ISO/CASCO 213
11. Report from the ad hoc group entrusted with the preparation of the ISO/IEC Code of good practice for conformity assessment	ISO/CASCO 214

* Already circulated. Not included in the book of working documents.

ISO/CASCO 204
January 1993

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7.2	ISO technical committees	ISO/CASCO 209
7.3	International Electrotechnical Commission (IEC)	ISO/CASCO 210
7.4	U.N. Economic Commission for Europe (ECE)	ISO/CASCO 211
7.5	Other bodies	ISO/CASCO 212
8.	To consider document ISO/CASO 193 (Rev.) "Draft – General terms and definitions concerning conformity assessment (Rearrangement of relevant sections of ISO/IEC Guide 2)" (Report from CASCO WG 5)	ISO/CASCO 193 (Rev.)
9.	To discuss the revision of document ISO/CASCO 194 "Draft – Guidelines for the drafting of standards suitable for use for conformity assessment of products – (Revision of ISO/IEC Guide 7)" (Report from CASCO WG 7)	ISO/CASCO 194 (Rev.)
10.	Report from CASCO WG 8 – Assessment of certification bodies	ISO/CASCO 213
11.	Report from the ad hoc group entrusted with the preparation of the ISO/IEC Code of good practice for conformity assessment	ISO/CASCO 214

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Item		Document
12.	Implementation of Council resolution 28/1992 on mutual recognition of conformity assessment activities	
12.1	Results of the workshop on conformity assessment recognition, Geneva, 3-4 May 1993	ISO/CASCO 215
12.2	Draft CASCO report to Council	ISO/CASCO 216
13.	Results of the survey on the market needs and demand with respect to conformity assessment documents	ISO/CASCO 202
14	Report from the ad hoc group on the review of guides	ISO/CASCO 217
15.	Exchange of experience on national activities	ISO/CASCO 218
16.	Publications and reference documents	
16.1	Publications and information documents	ISO/CASCO 219
16.2	List of documents of interest for CASCO work	ISO/CASCO 220
17.	Proposals for new work items	ISO/CASCO 221
18.	CASCO programme and structure	
18.1	Adoption of work programme	ISO/CASCO 222
18.2	List of working groups	ISO/CASCO 223
19.	Any other business	
20.	Date of next meeting MAY, late?	
21.	Closure of meeting	

MATTERS ARISING FROM THE REPORT OF THE PREVIOUS MEETING – GENEVA, 30 APRIL-1 MAY 1992, DOCUMENT ISO/CASCO 192

(Agenda item 4)

All matters arising from the report of the last CASCO meeting are expected to be covered under the relevant agenda items, except the following (the paragraph numbers are those of document ISO/CASCO 192).

Paragraph 24 – Copies of the resolutions adopted at ILAC '92 – Ottawa, 12-16 October 1992 are attached to document ISO/CASCO 202 (agenda item 7.5). An account of the International Conference on the application of standards, IFAN '92 "Standards, quality and world markets", Strasbourg, 24-25 September 1992, appeared in the January 1993 issue of the *ISO Bulletin* (reprints available on request). The full text of papers presented may be purchased from the French organizers (ACANOR), as indicated in ISO/IFAN Circular letter of 1992-11-26.

Paragraph 25 – Feedback on the follow up given to the PASC 1992 resolutions will be forwarded in due course through the appropriate channel (JISC, in the particular instance).

Paragraph 28 b) – The ISO Central Secretariat endeavours to draw attention of parties concerned to the need for coherent use, within ISO, of the basic terminology contained in ISO/IEC Guide 2.

Paragraph 31 – ISO/IEC Guide 58 on General requirements for the operation and recognition of laboratory accreditation systems (revision of ISO/IEC Guides 38, 54 and 55), prepared by CASCO WG 6, has been published in February 1993.

Paragraph 38 – The annex 2 to document ISO/CASCO 66 concerning the Foreword of "model standards" published as ISO/IEC guides has been re-circulated as document ISO/CASCO 200.

Paragraph 47 – Any feedback from the ISO 9000 Forum on relevant aspects of the direct, second party and contractual implementation of ISO 9000 standards would be reported first to the Chairman's group and then to CASCO as and when received.

Paragraph 50 – The ISO/IEC book "Certification and related activities" has been published in the second half of December 1992.

CHAIRMAN'S REPORT

(Agenda item 5)

There is no doubt that CASCO is at a most important turning point. This was already apparent from the paper "CASCO – The future" presented by my predecessor Mr John Ware and from the Council-endorsed recommendations arising therefrom, but we have now before us, as an essential issue, the more pressing demand contained in Council resolution 28/1992. This will be debated under agenda item 12, in an effective way I am sure, as many ideas will already have been exchanged the previous days, during the workshop on conformity assessment recognition.

Council resolution 28/1992 gives special urgency to a topic which is indeed very much in the forefront of users' concern at this moment, the recognition of quality systems assessment and registration activities. This is a matter that will require close cooperation between conformity assessment experts and quality practitioners. Whereas it is the role of CASCO to advise Council on conformity assessment matters, the practical implementation of the general guidelines issued by ISO/IEC on the basis of CASCO work is of direct concern to those circles which are engaged in the work of the relevant technical committees – ISO/TC 176 in the particular instance. Together, they can (and will) respond to the legitimate concern of ISO to provide and maintain a unified generic system for managing and assuring quality in products, processes and services. The CASCO report requested by Council will propose, I hope, not only general directions towards these aims, but also practical means to achieve them.

Let us not forget, however, that the Council resolution also touches upon all the other facets of conformity assessment, in the wide meaning of the term (except perhaps the qualification of personnel, which CASCO has decided so far to keep outside its work programme, contrary to what is done at European level). This wide spectrum of issues can only be tackled usefully if we are able to secure the cooperation of qualified experts from all circles concerned at all levels: suppliers, assessors/certifiers, accreditors. It is to be hoped that national structures are, or will soon be in a position to accommodate the input of all these circles and be truly representative of them all. This latter problem was clearly brought forward by the survey of market needs for conformity assessment documents, the analysis of which showed, incidentally, that more importance was sometimes given to the front cover than to the technical content of consensus-based normative documents.

The IEC initiative to draft a code of good practice for conformity assessment will be followed up as decided by the two organizations, and close contact will be maintained, in this connection, with the GATT Committee on Technical Barriers to Trade (GATT/TBT) and the United Nations Economic Commission for Europe (ECE).

Meanwhile the usual CASCO work continues in working groups and ad hoc groups. There is no doubt that the pace of this work should not be slowed down, if the ISO/IEC system is to fulfil its role in promoting compatible technology worldwide. The CASCO Strategic Directions Group, which has now been established, will devote due attention to this question as well.

Finally, it sould be remembered that the usefulness of CASCO studies would be greatly enhanced if all member bodies could adopt the principle of doing things only once, rather

than re-doing the work at national or regional level after it has been completed within the ISO/IEC system. Ideally, a member body's vote on a "model standard" based on a CASCO draft should be automatically considered as applying to the corresponding national or regional standard. Maybe this is not yet possible in all cases, but it is evident that this will be the only way to make the best use of the time and resources invested into this work.

I thank you all very warmly for your support and for the contribution you will make to this meeting.and to CASCO work in general. This expression of gratitude is addressed not only to those present here as national delegates, but also the much larger number of their colleagues who helped them formulating their position and preparing their national input.

COUNCIL RESOLUTIONS CONCERNING CASCO WORK

(Agenda item 6)

At its meeting in Geneva, 16-18 September 1992, Council adopted the following resolutions related to CASCO work.

Council,

noting that the IEC General Policy Committee has agreed to submit to CASCO for further development the first draft of a Code of Good Practice for Conformity Assessment prepared within IEC,

asks CASCO to prepare, with the usual participation of IEC, a draft ISO/IEC Code of Good Practice for Conformity Assessment in connection with the revision of ISO/IEC Guide 16, with the view to its submission to the ISO and IEC Councils as soon as possible for approval, taking account of existing relevant provisions within GATT in order to avoid any contradiction or overlapping.

(Council resolution 18/1992)

Council

endorses the CASCO work programme as set out in the annex to ISO/Council 1992 - 8.4/1, subject to inclusion of the preparation of the draft ISO/IEC Code of Good Practice for Conformity Assessment referred to in Council resolution 18/1992,

asks CASCO to submit to Council as soon as possible but not later than May 1993 (i.e. right after the CASCO meeting) a comprehensive report, taking account of activities in other organizations, on its studies of means to promote and achieve mutual recognition of conformity assessment activities, with special urgency given to a study of the possibility for an international system for accreditation of quality system registration bodies to be established.

(Council resolution 28/1992)

It is proposed to discuss proposed action on these resolutions under relevant agenda items

DEVELOPMENTS IN ISO COUNCIL COMMITTEES

(Agenda item 7.1)

COPOLCO – Council Committee on consumer policy

In view of the increased interest of consumers, expressed through COPOLCO, in issues related to conformity assessment, information is being collected from BSI, DS, NNI, NSF, SCC, SFS and SIS on consumer interests' representation within bodies dealing with conformity assessment questions.

The next COPOLCO meeting and workshop, originally planned to be held in Geneva on 6-8 May 1992, in conjunction with the DEVCO meeting, has been postponed, and will be held on 29-30 April 1993. It will be preceded, on 28 April 1992, by the joint COPOLCO-DEVCO workshop on the theme "Preventing accidents and promoting safety – The role of standardization".

DEVCO – Council Committee on development

It is recalled that the following resolution was adopted at the DEVCO meeting in Madrid, in October 1991:

"DEVCO,

noting with satisfaction the setting up within CASCO of a working group to make a feasibility study on the assessment of certification bodies,

urges CASCO to give the matter its utmost attention so that a decision can be taken as soon as possible on the way ISO is able to respond to the pressing demand placed upon it in this respect." (DEVCO resolution 13/1991)

This has been endorsed and even amplified by ISO Council at its meeting in September 1992 (see Council resolution 28/1992 in document ISO/CASCO 207).

The next meeting of DEVCO, initially planned to be held in Geneva on 4-5 May 1992, in conjunction with the COPOLCO workshop and meeting, has been postponed to 26-27 April 1993.

INFCO – Council Committee on information

INFCO held its last meeting in Geneva on 29-30 October 1992 (instead of May 1992 as initially planned). The meeting was preceded by a workshop on the theme "Technology, users and the business of information – The evolution of the information centre". It may be noted that ISONET information centres are receiving an increased flow on enquiries related to the application of the ISO 9000 series of quality management standards, including certification aspects covered in ISO/IEC guides prepared by CASCO. The next INFCO meeting and workshop are planned to be held in the second quarter of 1994.

REMCO – Council Committee on reference materials

The REMCO meeting, originally scheduled for May 1992, has been held in Geneva on 20-22 October 1992. The report of the meeting, document ISO/REMCO 261, is available on request from the relevant member bodies or, in non-member countries, direct from the REMCO Secretary, Dr. M. Parkany.

The REMCO work programme covers items related to certified reference materials (CRM), as well as formal REMCO programmes for conformity assessment including CRM producers' laboratory assessment and product certification (allocated to an Accreditation task group). Another work item entrusted to the REMCO Accreditation task group will be to consider future possibilities/conditions of accreditation of producers of reference materials.

STACO – Council Committee on standardization principles

STACO will initiate in due course the proposed overall revision of ISO/IEC Guide 2. Meanwhile, its Chairman, as well as the Chairman and Secretary of the STACO ad hoc group on definitions are being kept abreast of relevant developments in CASCO and, more particularly, in CASCO WG 5.

Furthermore, in his capacity as member of the ISO/IEC Directives Maintenance Team, the STACO Secretary is to be kept informed of any developments, within CASCO, that would have a bearing on the ISO/IEC Directives (notably on Part 2 "Methodology"). This will apply, for example, to the results of the work of CASCO WG 7 on the revision of ISO/IEC Guide 7 "Requirements for standards suitable for product certification".

DEVELOPMENTS IN ISO TECHNICAL COMMITTEES

(Agenda item 7.2)

*[**Secretary's note** – Members are kindly invited to see to it that the views of CASCO experts on TC/SC work of interest to them reach the TC/SC concerned through the appropriate national channels. As a supplement to this national coordination process, TC/SC Secretariats are encouraged to take account of the advice contained in ISO/IEC guides prepared by CASCO. Furthermore, the advice of CASCO experts is offered, on request, to TCs coming across conformity assessment problems that cannot be answered direct on the basis of existing guides or other CASCO documents. The following new developments have been reported to the Secretariat since the last meeting.]*

ISO/TC 17/SC 16 – Steels for the reinforcement and prestressing of concrete
(Secretariat NSF – Norway)

It is recalled that CASCO members had been informed of the development of ISO/DIS 10144 "Certification scheme for steel bars and wires for the reinforcement of concrete structures", issued on 1991-06-01 as ISO 10144.

In the same spirit, it may be mentioned that a working draft, document ISO/TC 17/SC 16 N 329 "Certification scheme for prestressing steels" has been circulated on 1992-10-26, for comments to be submitted by 31 December 1992. This draft is based on a European document, in which European references have been replaced by ISO references: for example, references to EN 45011 and 45012 have been replaced by ISO/IEC Guides 28, 40 and 48. Any questions or comments on this draft should be channelled through the relevant national bodies.

ISO/TC 47 "Chemistry" (Secretariat: NNI – Netherlands)

Of interest to CASCO is the preparation of an ISO standard on "Guidelines for use of ISO/IEC Guide 25 by chemical test laboratories", which has reached the stage of "Committee Draft" (CD) and appears in the ISO/TC 47 work programme as CD 11824 (WI O-11824).

ISO/TC 58 "Gas cylinders" (Secretariat: SIS – Sweden)

At its seventeenth session, Geneva, 7-16 December 1992, the United Nations Committee of Experts on the Transport of Dangerous Goods heard a report from the Chairman of ISO/TC 58, Mr. G. von Feilitzen. The Committee welcomed the progress of work on the draft standard ISO 9809 on refillable seamless steel gas cylinders for worldwide usage and expressed its intention to make appropriate reference to this standard in its Recommendations. The Committee noted the proposed preparation by ISO/TC 58 of a document describing a quality assurance programme for the implementation of the future ISO 9809. The proposed ISO/TC 58 document is intended to contain recommended harmonized procedures to qualify and approve manufacturers and independent inspection agencies, along with appropriate reference to ISO quality assurance standards prepared by ISO/TC 176 and to relevant ISO/IEC guides.

ISO/TC 67 "Material and equipment for petroleum and natural gas industries"
(Secretariat: ANSI – USA)

At its twelfth meeting, London, 1-2 October 1992, ISO/TC 67 accepted a report from its Working Group 2 "Certification principles", as circulated in document ISO/TC 67 N 226 (ISO/TC 67/SC 1 N 56), in which mention is made of the preparation by TC 67/WG 2 of a series of Draft International Standards, including a draft on the certification scheme to be used for materials and equipment in the oil- and natural gas industry. ISO/TC 67 also instructed all its Sub-Committees, not to include in draft ISO standards the requirements for quality assurance such as defined and described in the ISO 9000 series.

ISO/TC 163 "Thermal insulation"
(Secretariat: SIS – Sweden)

The work programme of ISO/TC 163 includes a working draft ISO/WD 12576 "Thermal insultating materials and products in building – Certification", in preparation within ISO/TC 163/SC 3/WG 6.

ISO/TC 176 "Quality management and quality assurance"
(Secretariat: SCC – Canada)

ISO/TC 176 met in Brisbane in October 1992. Any matters of immediate relevance to CASCO work would be discussed under the relevant agenda items.

In view of the direct relationship of ISO/TC 176 work with that of CASCO, close liaison should be maintained at national level and CASCO experts are encouraged to establish the necessary contacts to that effect. The current work programme of ISO/TC 176, as amended to reflect the results of the Brisbane meetings, is reproduced in annex A.

ISO/IEC JTC 1 "Information technology" (Secretariat ANSI – USA)

*[**Secretary's note** – It is recalled that the ANSI delegation to CASCO has formally stated that there was **no** request from ISO/IEC JTC 1 or from its international Secretariat for any advice or other involvement of any kind on the part of CASCO. The factual report below is only intended, therefore, to inform members on the follow up given to the decision taken at the last CASCO meeting on the Canadian proposal for a new CASCO work item.]*

As agreed at the last CASCO meeting (see ISO/CASCO 192, paragraphs 55 and 56), document ISO/CASCO 188 (Add. 3) "ISO/IEC Guide 25 interpretation document for OSI conformance testing – Canadian proposal for a new work item" was referred to JTC 1 for consideration at their meeting in June 1992. The position of JTC 1 was reported in their resolution 28/1992 (copy reproduced in annex B).

It may be mentioned in this connection that the International Laboratory Accreditation Conference ILAC '92, Ottawa, 12-16 October 1992, adopted the following resolution: "ILAC '92 requests ISO, preferably through ISO/CASCO, to consider the need to develop the document on "Information technology and telecommunications for software and communications testing services" as an interpretative document to ISO/IEC Guide 25." In view of the CASCO decision reported above, this resolution and the document referred to therein were forwarded on 1992-10-21 to the ISO/IEC JTC 1 Secretariat, for consideration by the ISO/IEC JTC Special Working Group on Conformity Assessment established in pursuance of JTC 1 resolution 28/1992.

The ISO/IEC JTC 1 Special Working Group met in Paris on 14-16 December 1992. The resolutions adopted at that meeting are reproduced in annex C.

Other technical committees

It is recalled that contacts have taken place in the past (and will be taken up again if and when necessary) with the Secretariats of the following Technical Committees:

ISO/TC 6 – Paper, board and pulps
ISO/TC 8 – Shipbuilding and marine structures
ISO/TC 20 – Aircraft and space vehicles
ISO/TC 22 – Road vehicles
ISO/TC 23 – Tractors and machinery for agriculture and forestry
ISO/TC 77 – Products in fibre reinforced cement
ISO/TC 104 – Freight containers
ISO/TC 114 – Horology
ISO/TC 150 – Implants for surgery
ISO/TC 157 – Mechanical contraceptives
ISO/TC 165 – Timber structures
ISO/TC 186 – Cutlery and table and decorative metal hollow-ware
ISO/TC 188 – Small craft

In addition, reference to conformity assessment matters have been reported in documents prepared by the Technical Committees listed below, without however that this would call for CASCO advice at this stage:

ISO/TC 185 – Safety devices for protection against excessive pressure
ISO/TC 189 – Ceramic tile
ISO/TC 202 – Microbeam analysis

Annex A – ISO/TC 176 work programme
Annex B – ISO/IEC JTC 1 resolution 28/1992
Annex C – ISO/IEC JTC 1/SWG resolutions

PTL10E
WORK PROGRAM AT 1993-02-05

QUALITY MANAGEMENT AND QUALITY ASSURANCE

ISO/TC 176

SECRETARIAT : SCC

PROGRAMME DE TRAVAIL AU 1993-02-05

MANAGEMENT ET ASSURANCE DE LA QUALITE

Page: 1

** ATTRIBUTED SOLELY TO THE TC (JTC) **	DATE REG.	STAGE 01-01	STAGE 02-05	TARG. DATE/ CIBLE	CO	** RELEVANT DIRECTEMENT DU TC (JTC) **
SC 1 (Secr: AFNOR) Concepts and terminology						SC 1 (Secr: AFNOR) Concepts et terminologie
WI 0- ISO 8402/DAM2 Amendment 2 to ISO/DIS 8402 -- Quality management and quality assurance -- Vocabulary (will be incorporated into DIS 8402)	93-01		4.0	95-01		WI 0- ISO 8402/DAM2 Amendement 2 à l'ISO/DIS 8402 -- Management et assurance de la qualité -- Vocabulaire (sera incorporé au DIS 8402)
WI 0- ISO 8402/DAM1 Amendment 1 to ISO 8402:1993 Quality management and quality assurance vocabulary (7 terms)	92-11	3.8	3.8	94-12		WI 0- ISO 8402/DAM1 Amendement 1 à l'ISO 8402:1993 Management et assurance de la qualité -- Vocabulaire (7 termes)
WI 1- ISO/DIS 8402 Quality management and quality assurance -- Vocabulary (Revision of ISO 8402:1986)	91-11	4.3	4.3	93-11		WI 1- ISO/DIS 8402 Management et assurance de la qualité -- Vocabulaire (Révision de l'ISO 8402:1986)
SC 2 (Secr: BSI) Quality systems						SC 2 (Secr: BSI) Systèmes qualité
WI 0- ISO/CD 9004-5 Quality management and quality system elements -- Part 5: Guidelines for quality plans	90-12	3.1	3.1	92-11*		WI 0- ISO/CD 9004-5 Gestion de la qualité et éléments de système qualité-- Partie 5: Lignes directrices pour les plans qualité
WI 10- ISO/CD 9000-1 Quality management and quality assurance standards -- Part 1: Guidelines for selection and use (Revision of ISO 9000:1987)	90-10	3.2	3.2	92-11*		WI 10- ISO/CD 9000-1 Normes pour la gestion de la qualité et l'assurance de la qualité -- Partie 1: Lignes directrices pour la sélection et l'utilisation (Révision de l'ISO 9000:1987)
WI 10- ISO/WD 9000-1 Quality management and quality assurance standards -- Part 1: Guidelines for selection and use (Phase 2 revision of ISO 9000:1987)	92-11	2.1	2.1	92-12*		WI 10- ISO/WD 9000-1 Normes pour la gestion de la qualité et l'assurance de la qualité -- Partie 1: Lignes directrices pour la sélection et l'utilisation (Phase 2 révision de l'ISO 9000:1987)

WORK PROGRAM AT 1993-02-05 | ISO/TC 176 | PROGRAMME DE TRAVAIL AU 1993-02-05

QUALITY MANAGEMENT AND QUALITY ASSURANCE | SECRETARIAT : SCC | MANAGEMENT ET ASSURANCE DE LA QUALITE

	DATE REG.	STAGE 01-01	STAGE 02-05	TARG. DATE/CIBLE	CO		DATE REG.	STAGE 01-01	STAGE 02-05	TARG. DATE/CIBLE	CO
WI 9- ISO/DIS 9004-4 Quality management and quality system elements -- Part 4: Guidelines for quality improvement	91-05	4.8	4.8	93-10	DC	WI 9- ISO/DIS 9004-4 Gestion de la qualité et éléments de système qualité -- Partie 4: Lignes directrices pour l'amélioration de la qualité					
WI 8- ISO/WD 9004-6 Quality management and quality system elements -- Part 6: Guide to quality assurance for project management	89-10	2.1	2.1	93-12	DB	WI 8- ISO/WD 9004-6 Gestion de la qualité et éléments de système qualité -- Partie 6: Guide pour l'assurance de la conduite de projet					
WI 11- ISO/CD 9001 Quality systems -- Model for quality assurance in design/development, production, installation and servicing (Revision of ISO 9001:1987)	90-10	3.2	3.2	92-11*		WI 11- ISO/CD 9001 Systèmes qualité -- Modèle pour l'assurance de la qualité en conception/développement, production, installation et soutien après la vente (Révision de l'ISO 9001:1987)					
WI 11- ISO/CD 9002 Quality systems -- model for quality assurance in production and installation (Revision of ISO 9002:1987)	90-10	3.2	3.2	92-11*		WI 11- ISO/CD 9002 Systèmes qualité -- Modèle pour l'assurance de la qualité en production et installation (Révision de l'ISO 9002:1987)					
WI 11- ISO/CD 9003 Quality systems -- Model for quality assurance in final inspection and test (Revision of ISO 9003:1987)	90-10	3.2	3.2	92-11*		WI 11- ISO/CD 9003 Systèmes qualité -- Modèle pour l'assurance de la qualité en contrôle et essais finals (Révision de l'ISO 9003:1987)					
WI 11- ISO/WD 9001 Quality systems -- Model for quality assurance in design/development, production, installation and servicing (Phase 2 revision of ISO 9001:1987)	92-11	2.1	2.1	93-12		WI 11- ISO/WD 9001 Systèmes qualité -- Modèle pour l'assurance de la qualité en conception/développement, production, installation et soutien après la vente (Phase 2 révision de l'ISO 9001:1987)					
WI 11- ISO/WD 9002 Quality systems -- model for quality assurance in production and installation (Phase 2 revision of ISO 9002:1987)	92-11	2.1	2.1	93-12		WI 11- ISO/WD 9002 Systèmes qualité -- Modèle pour l'assurance de la qualité en production et installation (Phase 2 révision de l'ISO 9002:1987)					
WI 11- ISO/WD 9003 Quality systems -- Model for quality assurance in final inspection and test (Phase 2 revision of ISO 9003:1987)	92-11	2.1	2.1	93-12		WI 11- ISO/WD 9003 Systèmes qualité -- Modèle pour l'assurance de la qualité en contrôle et essais finals (Phase 2 révision de l'ISO 9003:1987)					

ISO/TC 176/SC 2 Page: 2

WORK PROGRAM AT 1993-02-05 | ISO/TC 176 | PROGRAMME DE TRAVAIL AU 1993-02-05

QUALITY MANAGEMENT AND QUALITY ASSURANCE | SECRETARIAT : SCC | MANAGEMENT ET ASSURANCE DE LA QUALITE

	DATE REG.	STAGE 01-01	STAGE 02-05	TARG. DATE/CIBLE	CO		DATE REG.	STAGE 01-01	STAGE 02-05	TARG. DATE/CIBLE	CO
WI 12- ISO/CD 9004-1 Quality management and quality system elements -- Part 1: Guidelines (Revision of ISO 9004:1987)	90-10	3.2	3.2	92-11*	DC	WI 12- ISO/CD 9004-1 Gestion de la qualité et éléments de système qualité -- Partie 1: Lignes directrices (Révision de l'ISO 9004:1987)					
WI 12- ISO/WD 9004-1 Quality management and quality system elements -- Part 1: Guidelines (Phase 2 revision of ISO 9004:1987)	92-11	2.1	2.1	93-12		WI 12- ISO/WD 9004-1 Gestion de la qualité et éléments de système qualité -- Partie 1: Linges directrices (Phase 2 révision de l'ISO 9004:1987)					
WI 0- ISO/CD 9004-7 Quality management and quality system elements -- Part 7: Guidelines for configuration management	90-12	3.1	3.1	92-11*		WI 0- ISO/CD 9004-7 Gestion de la qualité et éléments de système qualité -- Partie 7: Lignes directrices pour la gestion de configuration					
WI 0- ISO/DIS 9000-4 Quality management and quality assurance standards -- Part 4: Application for dependability management	91-11	4.2	4.2	93-11		WI 0- ISO/DIS 9000-4 Normes pour la gestion de la qualité et l'assurance de la qualité -- Partie 4: Application pour la gestion de la sûreté de fonctionnement					
WI 2- ISO/DIS 9004-3 Quality management and quality system elements -- Part 3: Guidelines for processed materials	91-05	4.8	4.8	93-10		WI 2- ISO/DIS 9004-3 Gestion de la qualité et éléments de système qualité -- Partie 3: Lignes directrices pour les produits issus de processus continus					
WI 4- ISO/DIS 9000-2 Quality management and quality assurance standards -- Part 2: Generic guidelines for the application of ISO 9001, ISO 9002 and ISO 9003	88-08	4.2	4.2	93-11	DA	WI 4- ISO/DIS 9000-2 Normes pour la gestion de la qualité et l'assurance de la qualité -- Partie 2: Lignes directrices pour l'application de l'ISO 9001, l'ISO 9002 et l'ISO 9003					
WI 15- ISO/NP 8004-8 Quality management and quality system elements -- Part 8: Guidelines on quality principles and their application to mamangement practices	92-12	2.0	2.0	93-12		WI 15- ISO/NP 8004-8 Titre manque					
SC 3 (Secr: NNI) Supporting technologies						SC 3 (Secr: NNI) Techniques de soutien					

WORK PROGRAM AT 1993-02-05 | ISO/TC 176 | PROGRAMME DE TRAVAIL AU 1993-02-05

QUALITY MANAGEMENT AND QUALITY ASSURANCE | SECRETARIAT : SCC | MANAGEMENT ET ASSURANCE DE LA QUALITE

		DATE REG.	STAGE 01-01	STAGE 02-05	TARG. DATE/CIBLE	CO			
WI 0- Economics of quality	ISO/WD 10014	89-05	2.1	2.1	93-06		WI 0- Économie de la qualité	ISO/WD 10014	
WI 2- Preparation of quality manual	ISO/CD 10013	89-09	3.8	3.8	92-12*		WI 2- Élaboration des manuels qualité	ISO/CD 10013	
WI 1- Quality assurance requirements for measuring equipment -- Part 2: Measurement assurance	ISO/WD 10012-2	89-09	2.8	2.8	93-12	DA	WI 1- Exigences d'assurance de la qualité des équipements de mesure -- Partie 2: Assurance de mesure	ISO/WD 10012-2	
WI 4- Continuing education and training guidelines	ISO/NP 10015	92-11	2.0	2.0	93-12		WI 4- Guide pour l'éducation et la formation continue	ISO/NP 10015	

RESOLUTION 28 CONFORMITY ASSESSMENT FOR INFORMATION TECHNOLOGY

Acknowledging the importance and complexity of conformity assessment issues relative to information technology, JTC 1 recommends:

a) A Special Working Group on Conformity Assessment be formed to determine the scope, terms of reference, mechanisms and other aspects of JTC 1 involvement with conformity assessment. This SWG is requested to report to the JTC 1 at its next Plenary Meeting.

b) JTC 1 gratefully accepts the offer of the U.S. to undertake the Secretariat responsibilities for this Working Group and to provide a Convener.

c) JTC 1 designates SC 21 as the focal point for expert advice on the development of the interpretation of Guide 25 for OSI. However, since this subject is of immediate concern to all JTC 1 National Bodies, SC 21 shall provide regular progress reports to JTC 1 on the activity.

Further, it is recommended that the JTC 1 Secretariat communicate with CASCO to outline JTC 1's interest in this matter and to reach agreement on how the resulting interpretation document should be published with the concurrence of both organizations.

RESOLUTIONS

SWG-CA MEETING, PARIS FRANCE

14-16 December, 1992

RESOLUTIONS
SWG-CA MEETING, PARIS FRANCE
14-16 December, 1992

Resolution 1

In order to foster the overall objectives of JTC1 standardization and to promote consistent implementation of JTC1 standards and ISPs, SWG-CA recommends that JTC1:

a) increase its focus on standardization activities related to the assessment of conformity of products to JTC1 International Standards and ISPs;

b) position itself to be a major contributor to international acceptance of conformity assessment procedures and specifications for IT related areas;

c) work to support an environment which encourages worldwide recognition of conformity assessment results.

Resolution 2

Pursuant to Resolution 1, the SWG-CA recommends that:

a) JTC1 establish a standing SWG-CA* with the following terms of reference:

i) To advise and make recommendations to the JTC1 plenary concerning JTC1's conformity assessment role;

ii) To advise and make recommendations to the JTC1 plenary concerning the assignment of specific conformity assessment responsibilities to JTC1 subsidiary bodies; (note: when making its recommendations, it is expected that the SWG-CA will make maximum use of JTC1 technical subsidiary bodies to carry out the technical portion of JTC1 conformity assessment work);

iii) To provide a coordinating function as directed by JTC1;

iv) To carry out its activity in cooperation with other groups, both internal and external to JTC1;

b) Membership in the SWG-CA be open to all P and A members of JTC1;

(1) IEC System for Conformity Testing to Standards for Safety of Electrical Equipment.

(2) IEC Quality Assessment System for Electronic Components.

(3) IEC Policy Group on conformity assessment.

(4) Project leader Frank Kitzantides, NEMA Washington DC, TF 1 202 4578411.

(5) Scheme of the IECEE for Recognition of Results of Testing to Standards for Safety of Electrical Equipment.
Secretary, Keijo Wegelius, SETI Helsinki, TF 358 0 6925474.

(6) Subscriptions (four issues), Thien Pham, IEC Sales Department, Geneva, TF 41 22 7333843. CHF 60 Europe, CHF 80 elsewhere.

(7) Reliability Centre for Electronic Components of Japan, Tokyo, TF 81 3 32722926.

(8) Subscriptions (two issues), Marie-Claude Dubois-Dauphin, IEC Sales Department, Geneva, TF 41 22 7333843, CHF 50.

RK/PV 930217

DEVELOPMENTS IN THE UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE (ECE)

(Item 7.4 of the draft agenda)

The UN/ECE working party on standardization policies will meet in Geneva on 11-14 May 1993. The first day will be devoted to a seminar on energy efficiency standards.

The provisional agenda for that meeting, document ECE/STAND/37, will be available shortly through the usual national channels (copies will also be available at the CASCO meeting).

It is recalled that the ECE/STAND rapporteurs and coordinators are:

Rapporteurs for

– Co-ordination	Mr. A. Thiard (France) Mrs. V. Horakova (Czech Republic)
– Harmonization	Mr. C. Arvius (Sweden) Mr. I. Bakalov (Bulgaria)
– Conformity assessment	Mr. L. Tronel (France) Mr. A. Cordasevski (Romania)
(Metrology aspects)	Mr. E. Zulfugarzade (USSR) Mr. N. Czaika (Germany)

Co-ordinators for

– Definitions	Mr. K. Bergholm (Finland)
– Conformity assessment	Mr. L. Tronel (France)
– Laboratory accreditation	Mr. A. Bryden (France)

DEVELOPMENTS IN OTHER BODIES

(Agenda item 7.5)

A list of bodies having activities of interest to CASCO work is given below, together with the addresses from which information can be obtained on such activities. Intersecretariat contacts are maintained with these organizations as appropriate.

Any recent documents of interest would be shown at the meeting.

BODIES WHOSE ACTIVITIES ARE OF INTEREST TO ISO/CASCO

CEC	Commission of the European Communities 200, rue de la Loi 1049 BRUXELLES Belgium
CEN	European Committee for Standardization 36, rue de Stassart 1050 BRUXELLES Belgium
CENELEC	European Committee for Electrotechnical Standardization 35, rue de Stassart 1050 BRUXELLES Belgium
COPANT	Pan American Standards Commission Av. Andrés Bello Torre Fondo Comun, Piso 11 1050 A – CARACAS Venezuela
EFTA	European Free Trade Association 9-11, rue de Varembé Case postale 30 1211 GENEVE 20 Switzerland
EOTC	European Organization for Testing and Certification 33, rue de Stassart 1050 BRUXELLES Belgium

EAC Eur. org. for Accreditation

EQNET 1990 16 members

11 - National

7 - ISO corr. members

21.600 certificates (BSI) 17000

GATT	General Agreement on Tariffs and Trade 54, rue de Lausanne 1211 GENEVE 21 Switzerland
INSTA	Internordic Standard Certification System [information may be obtained from DS, NSF, SFS or SIS]
ITC	International Trade Centre UNCTAD-GATT 54-56, rue de Montbrillant 1202 GENEVE Switzerland
OECD	Organization for Economic Co-operation and Development Château de la Muette 2, rue André-Pascal 75775 PARIS, Cedex 16 France
OIML	International Organization of Legal Metrology 11, rue Turgot 75009 PARIS, Cedex 16 France
PASC	Pacific Area Standards Congress [Address rotates each year]
RILEM	International Union of Testing and Research Laboratories for Materials and Structures Pavillon du Crous 61, av. du Pt. Wilson 94235 CACHAN Cedex France
UEAtc	European Union of Agrément 4, avenue du Recteur-Poincaré 75782 PARIS, Cedex 16 France

NOTES

1. In view of their permanent relevance to ISO/CASCO work, reports on the activities of IEC and the U.N. Economic Commission for Europe (ECE) are presented separately.

2. The address of the International Laboratory Accreditation Conference (ILAC) is that of the Chairman of the forthcoming conferences and changes therefore every two years.

ILAC 94 will be held in Hong Kong, 17-21 October 1994, and consequently, from 17 October 1992 to 21 October 1994, the ILAC address is:

ILAC '94 Secretariat
HOKLAS
36/F., Wanchai Tower II
7 Gloucester Road
WANCHAI TP + 852 829 48 02
Hong Kong TF + 852 824 13 02

Copies of the resolutions adopted at the last International Laboratory Accreditation Conference (ILAC '92) Ottawa, 12-16 October 1992, are attached herewith.

RESOLUTIONS

Adopted by the

ILAC '92 PLENARY

Annex to
ISO/CASCO 212

ILAC '92

RESOLUTIONS

Adopted by the

ILAC '92 PLENARY

ILAC '92 Resolutions Committee:
Final Report

20 November 1992

RESOLUTIONS for Committee No. 1

RESOLUTION NUMBER 1 OF ILAC '92

Title: Commercial Applications Work Program

Proposed By: Chairman, Committee 1

Introduction: Recognizing that the basic objectives of ILAC include promotion of mutual recognition agreements between accreditation bodies, promotion of accreditation in general and examination of legal questions associated with these activities,

Therefore, To enhance work already undertaken, and noting that following its recent meeting Committee 1 recommends to plenary endorsement of the following proposed program,

ILAC '92 Resolves That the recommendations contained in the report of Committee 1 are endorsed so that its mandate is now to:

1. Undertake studies of and report on existing regional and international agreements relating to mutual acceptance of test data, to determine and analyze the features which make these agreements successful and comment on any deficiencies or difficulties experienced in their use;

2. Undertake a study of the legal implications of agreements between accreditation bodies compared with other kinds of agreements such as agreements between certification bodies;

3. Organize and hold a seminar during a committee meeting between 1992 and 1994 on the subject of experience gained from the establishment and review of bilateral and multilateral agreements between accreditation bodies;

4. Prepare an extended information document on testing, quality assurance, accreditation and certification, which also covers bi- and multi-lateral mutual recognition agreements in international trade;

5. Using the information from the ILAC 1992 seminar on "Insurance and Laboratory Liability", finalize and distribute the ILAC Committee 1 information document on legal liability in testing;

6. Set up a drafting committee consisting of the Convenor of the Committee 1 Working Group on "Guidelines for Establishment and Review of Mutual Recognition Agreements", and representatives from both WELAC and WECC and any other interested parties, to prepare a harmonised redraft of these ILAC Guidelines, taking into account the new WELAC and WECC documents on MRAs;

7. Continue its work to develop promotional materials on laboratory accreditation and the establishment of Mutual Recognition Agreements between laboratory accreditation bodies, and promulgate the resulting promotional materials;

8. Continue to communicate with Committees 2 and 3 on aspects of accreditation activities relating to potential liability of accreditation bodies and their accredited testing and calibration laboratories;

9. Assist the current editor to restructure the ILAC Directory.

RESOLUTION NUMBER 5 OF ILAC '92

Title: Clarification of the Application of ISO Guide 25 and the ISO 9000 Series Standards in Relation to Test and Calibration Laboratories and the Promotion of ISO Guide 25 for use in Accreditation of Laboratories

Proposed By: Bill Henderson - United Kingdom
Chin Miew Lim - Malaysia

Introduction: Because there is widespread concern amongst ILAC members that the customers for tests and calibrations are confused over the difference in assurance offered by accreditation to ISO Guide 25 and certification to ISO 9000 Series standards; noting that this confusion arises partly from the marketing success of the quality system certification bodies and a lack of appreciation of the status of ISO Guide 25;

Therefore, There is a need for the laboratory accreditation community to counter this trend by taking initiatives to help educate customers of laboratories, and so

ILAC '92 Resolves That, in order to actively promote laboratory accreditation to ISO Guide 25, Committee 1 is asked to:

1. Prepare a concise text, aimed at laboratory customer top management, to be based on the Committee 1 document "Application of ISO Guide 25 and ISO 9002 to laboratories". This document clarifies the application of these two ISO publications in relation to test and calibration laboratories;

2. Urge all delegations to promulgate the completed text in their countries or constituencies;

3. Noting the relationship of this project to ISO/CASCO work, have ILAC request ISO to use ISO/CASCO to edit and publish the final agreed text through such existing ISO publications as *ISO Bulletin* and the ISO 9000 Forum newsletter.

RESOLUTION NUMBER 6 OF ILAC '92

Title: Protocol on Cross-National Accreditation of Laboratories

Proposed By: Lam, Kong Hong - Singapore

Introduction: Recognizing the growing needs of laboratories to seek accreditation for the purpose of cross-national acceptance of test results; recognising the increasing number of emerging national laboratory accreditation schemes; and recognising the need to cooperate internationally in accreditation of laboratories,

Therefore, A set of guidelines or a protocol is desirable for cross-national accreditation of any laboratory, where a national scheme exists in the country of that laboratory, and so

ILAC '92 Resolves That Committee 1 collect and study information on current practices and develop guidelines or a protocol to be recommended for adoption by any accreditation body when it accredits a laboratory located outside its own country.

RESOLUTION NUMBER 7 OF ILAC '92

Title: Expansion of Committee 1 Resolutions

Proposed By: John L. Donaldson, U.S.A.

Introduction: The US delegation, having carefully studied the report of Committee 1, and

Therefore, Having identified its agreement with the work program put forth by the committee, but noting a need for expansion, requests that

ILAC '92 Resolves That Committee 1, while continuing to plan its own seminar under work item number three, also offer to support the ISO/CASCO seminar on accreditation of conformity assessment bodies scheduled for May 1993.

RESOLUTIONS for Committee No. 2

RESOLUTION NUMBER 2 OF ILAC '92

Title: Accreditation Practices Work Program

Proposed By: Chairman, Committee 2

Introduction: During the recent open meeting of Committee 2, a work program for the period 1992-1994 was proposed.

Therefore, Committee 2 recommends to plenary that the following proposed program be endorsed:

ILAC '92 Resolves That Committee 2 should now undertake the following program as its mandate:

1. Complete the report on the surveillance of accredited laboratories, taking into account the work of WELAC and the results of a new survey to all ILAC members. The report should be presented to ILAC 1994 and should, if possible, make recommendations on surveillance and re-assessment visits of accredited laboratories;

2. Prepare guidelines for the content of laboratory assessor training courses, taking into account existing documents;

3. Publish the report on traceability of measurement when completed, using an international organization;

4. Develop guides on measurement uncertainty for specific areas of testing. Noting that this is important for practically all testing, priority should nevertheless be given to those areas where product conformance requirements require uncertainty statements;

5. Bearing in mind the need to reduce the proliferation of documents for applying ISO/IEC Guide 25, and taking into account amongst others the ASTM Committee E36 draft Guide, consider the need to develop further guidance documents to apply in specific areas as required;

6. Request ISO, preferably through ISO/CASCO, to consider the need to develop the ILAC document on "Information Technology and Telecommunications for Software and Communications Testing Services" as an interpretative document to ISO/IEC Guide 25;

7. Note the draft document on the "Development of a Field-Specific Guide for Horse Racing Laboratory Testing", and consider its further development in consultation with the racing industry;

8. Consider the need for a guidance document on measurement and calibration requirements, arising from ISO/IEC Guide 25, in cooperation with the WECC;

9. Endorse the continuation of the activities of the Working Group on Scopes of Accreditation and ask the group to produce an ILAC document;

10. Carry out a study on the qualifications deemed necessary for the various categories of assessors used by laboratory accreditation services and consider the development of a model, including the continual monitoring of assessor performance, for recognition of laboratory assessors.

RESOLUTION NUMBER 8 OF ILAC '92

Title: Response to Proposed Conversion, ISO Guides to ISO Standards

Proposed By: Dr. J.A. Rogers - United Kingdom

Introduction: The ISO Central Secretariat announced that ISO/TC176 Secretariat proposes, in a document circulated in August 1992, seven new work items based on the EN 45000 series of standards and on the ISO/IEC Guides. The first three of these, N167, N168 and N169, propose amalgamating EN 45001 with Guides 25, 43 and 58, EN 45002 with Guide 58 and EN 45003 with Guide 58 respectively. Voting on these closes on 30 October 1992. (Note: Draft Guide 58 is an amalgamation of Guides 38, 54 and 55)

Therefore, Because ISO/TC 176 is the committee responsible for the ISO 9000 series of standards for Quality Systems and as such is not the competent body to produce laboratory accreditation standards; and noting that this conversion of guides into standards would constrain the development of laboratory accreditation practices and reduce the flexibility for new schemes;

ILAC '92 Resolves That the ILAC plenary:

1. Requests the Chairman of Committee 2 to write to the Secretary-General of ISO immediately after this Conference, expressing its very considerable concern at the proposed new work items for ISO TC176 regarding the conversion of guides into standards, and asking the Secretary-General of ISO to ensure that ISO TC176 does not include in its new work items N167 to N169 involving Guides 25, 38, 43 and Draft Guide 58;

2. Encourages similar action by all ILAC delegations.

RESOLUTION NUMBER 9 OF ILAC '92

Title: Accreditation of Inspection Bodies

Proposed By: Netherlands, Sweden and New Zealand delegations

Introduction: Recognising the growing importance of inspection services and the potential benefits of applying the principles and practices of laboratory accreditation to the accreditation of inspection services,

Therefore, In order to take advantage of common approaches to these two areas of conformance and consequent synergies leading to cost efficient operations,

ILAC '92 Resolves That Committee 2 is requested to undertake a study of the practices for the accreditation of inspection services, with a view to producing ILAC guidelines for the accreditation of inspection services based on the established practices for laboratory accreditation.

RESOLUTION NUMBER 10 OF ILAC '92

Title: Expansion of Committee 2 Recommendations

Proposed By: John Donaldson, U.S.A.

Introduction: The United States delegation, having carefully studied the Report of Committee 2,

Therefore, Having identified its agreement with the work program put forth by the committee, but noting areas that need expansion, requests that

ILAC '92 Resolves That Committee 2 also:

1. Consider an ASTM draft document, "Standard Guide for the Surveillance of Accredited Laboratories", for possible endorsement by ILAC in the program on Surveillance of Accredited Laboratories;

2. Encourage the working group on training of assessors to prepare a course syllabus, considering among other documentation the ISO 10011 standard and the relevant ASTM document;

3. Request the relevant working group to review the current ISO TAG 4 document for its suitability as the basis for a guidance document on measurement uncertainty for testing laboratories.

RESOLUTION NUMBER 11 OF ILAC '92

Title: ILAC Work on Interpretative Documents on ISO/IEC Guide 25

Proposed By: Thomas Facklam - Germany

Introduction: ISO/IEC Guide 25 is a document for general use and therefore more or less unspecific. For applications of ISO/IEC Guide 25 to specific kinds of testing products or services, specific technical requirements are needed to get an uniform application of the ISO/IEC Guide 25 and to ensure that accreditations are comparable.

Therefore, Because without guidance in respect to dealing with interpretation of ISO/IEC Guide 25 to specific areas, ILAC work may be applied and interpreted differently in hundreds of specific documents, an approach which is inefficient, wasteful and hinders mutual recognition between accrediting bodies,

ILAC '92 Resolves That Committee 2 should ensure that:

1. While preparing any interpretive document on ISO/IEC Guide 25, any of its work groups should investigate and note very carefully whether said interpretive document is a generic or a specific one.

2. Upon developing a generic interpretive document, any of its work groups will then transfer it into the standardization process for development as a guide document.

RESOLUTION for Committee No. 3

RESOLUTION NUMBER 3 OF ILAC '92

Title: Laboratory Operations Work Program

Proposed By: Chairman, Committee 3

Introduction: During the recent general meeting of Committee 3, there was a consensus on a work program for the 1992-1994 biennial period.

Therefore, Noting that Committee 3 recommends to plenary that the following proposed program be endorsed,

ILAC '92 Resolves That Committee 3 should now undertake the following program:

1. Take note of the document on the calibration and maintenance of test and measuring equipment produced by Committee 3, simplify it, and recommend that both the original and simplified versions be taken into account for a future revision of ISO/IEC Guide 25;

2. Transmit to ISO the proposed guide on the calibration of chemical analyses and the use of certified reference materials (CRM) for the development of an ISO/IEC Guide, in harmony with the other documents produced by the ISO/REMCO Committee on Reference materials, particularly regarding the quality assurance of the production of CRMs;

3. Propose the revision of ISO/IEC Guide 43, including criteria for the selection, operation and use of proficiency testing by accreditation bodies; this task should be undertaken in consultation with WELAC, WECC, APLAC, EURACHEM, EUROLAB, ISO, ISTA, IUPAC and UILI;

4. Develop a proposal for a criteria and guidance document on the sampling for testing of products and materials outside the laboratory, consistent with ISO/IEC Guide 25, in co-operation with Committee 2;

5. Encourage accreditation bodies, laboratories and other organizations to try out the draft guide on "General Requirements for Ensuring Data Integrity in Highly Computerized Laboratory Systems" and to report their findings and suggestions to Committee 3 for possible revision of the document;

6. Produce a document comparing ISO/IEC Guide 25 with the ISO 9000 series of standards to demonstrate that ISO/IEC Guide 25 satisfies, as far as the QA system of a laboratory is concerned, the requirements of ISO 9002 for the field of testing described in the scope of accreditation for the laboratory. The document should be produced as soon as possible for provisional approval by ILAC active working group members before ILAC 1994. Committee 3 should liaise with Committee 1 and ISO/CASCO for this task;

7. Compile and analyze existing practices and documents relating to the quality assessment, including the validation and verification, of test methods and, eventually, propose a guidance document directed at organizations developing such methods (i.e., standardization bodies), at accreditation bodies for assessing test methods serving as the basis for the accreditation of laboratories (including in-house methods), as well as at laboratories having to design or assess test methods themselves;

8. Produce a compilation of the major documents relevant to the implementation of ISO/IEC Guide 25;

9. Continue disseminating information and sponsor technical seminars on the implementation of quality assurance (QA) systems in laboratories.

RESOLUTIONS for Committee No. 4

RESOLUTION NUMBER 4 OF ILAC '92

Title: Conference and Coordinating Committee Work Program

Proposed By: R.A. Hewett - Co-Chairman of Committee 4

Introduction: Recognizing that world-wide interest in laboratory accreditation continues to increase, that ILAC Resolutions 10/90 and 8/90 have not been completely fulfilled, and that the ILAC Logo, the *ILAC News Bulletin* and recent ILAC Committee meetings and Conferences have been successful; and noting that during the most recent meeting of Committee 4, a work program for the period 1992-1994 was agreed,

Therefore, Committee 4 recommends to plenary that the following proposed program be endorsed:

ILAC '92 Resolves That Committee 4 now undertake the following program within its mandate:

1. Look for, investigate and try out new ways and means to publish and disseminate news and information on laboratory accreditation and on laboratory accreditation programs to interested parties, and report its results to ILAC '94 in Hong Kong.

2. In cooperation with the chairmen of the three ILAC Technical Committees, continue to try to arrange publication of appropriate technical papers of a high professional level by the journals *Metrologia* and *Bulletin de l'OIML*, in accordance with the generous offers of BIPM and OIML.

3. Continue using the ILAC Logo adopted at ILAC '90, and attempt continued publication of the *ILAC News Bulletin* to communicate to ILAC delegates, and others who may be interested, information on the ILAC '94 Conference and ILAC Technical Committee meetings.

4. Continue to plan and coordinate ILAC Technical Committee meetings and the ILAC '94 Conference, for the upcoming biennial period.

RESOLUTION NUMBER 12 OF ILAC '92

Title: ILAC General Information Document

Proposed By: R.A. Hewett - Co-Chairman of Committee 4

Introduction: Since its inception in 1977, ILAC has existed as an informal international organization with no formal structure nor any permanent staff.

Therefore, Recognizing that ILAC Resolution 1/88 adopted the general organization of work of ILAC described in ILAC Resolution 9/86; that ILAC Resolution 8/88 asked the Conference and Co-Ordinating Committee (Committee 4) to develop guidelines for Technical Committee chairmen and Conference hosts in the conduct of ILAC Committee and Conference activities; that ILAC Resolution 11/88 asked that Committee 4 review the procedure for dissemination of ILAC information; that Committee 4, under the chairmanship of Italy, developed a comprehensive set of draft procedures for ILAC; that ILAC Resolution 6/90 asked that Committee 4 review the draft procedures and submit a recommendation to ILAC '92 in Ottawa; and that ILAC functions effectively as an informal organization with only a necessary few procedural criteria;

ILAC '92 Resolves That:

1. ILAC '92 adopts the draft document *General Information on ILAC and ILAC Conferences* as a description of ILAC and its operations at this point in time; and

2. Committee 4 should use this document as a guide to Committee activities and also maintain its development, by revising and adding to it as necessary, to better describe ILAC and its operations as new information is developed and as ILAC continues to evolve.

RESOLUTION NUMBER 13 OF ILAC '92

Title: New Work for Committee 4

Proposed By: Alan Bryden - France

Introduction: Considering the need to adapt the format of ILAC to the evolution of accreditation and conformity assessment worldwide, in particular the development of numerous national schemes and the creation of regional organizations (WELAC, APLAC, NALAC, etc.),

Therefore, In order to help ensure the continuation, growth and widest possible acceptance of ILAC activities,

ILAC '92 Resolves That Committee 4 be asked to:

Examine the desirability of amending the present format of ILAC, taking into consideration among other things the working document prepared by Mr. Bryden and circulated at ILAC '92.

RESOLUTION NUMBER 14 OF ILAC '92

Title: Appointment of Committee Chairmen

Proposed By: R.A. Hewett - Canada

Introduction: Considering that Resolution ILAC 2/88 asks for appointment of the Technical Committee Chairmen at each Plenary Meeting; and recognizing that the activity of the Technical Committees continues to be exemplary;

Therefore, As a vote of confidence in their leadership and an indication of the respect of all delegates for their considerable abilities and their dedication to the work of ILAC,

ILAC '92 Resolves To confirm the re-election of John Gilmour as Chairman of ILAC Committee 1, John Summerfield as Chairman of ILAC Committee 2 and Alan Bryden as Chairman of ILAC Committee 3.

RESOLUTION NUMBER 15 OF ILAC '92

Title: ILAC Future Venues

Proposed By: R.A. Hewett, Co-Chairman of Committee 4

Introduction: Recognizing that there is need for advance planning by future Conference hosts; that an invitation has been extended by the South African Bureau of Standards to host ILAC '96 or a later conference; that an invitation has been extended by the delegation of the Netherlands to host ILAC '96; and that other invitations may be extended from the Plenary Session on Friday 16 October 1992;

Therefore, To reconfirm the acceptance, stated in ILAC Resolution 90/13, of the HOKLAS invitation to host ILAC '94 in Hong Kong during the week of 17-21 October 1994, and to deal with new invitations,

ILAC '92 Resolves To confirm the following:

1. Acceptance of the HOKLAS invitation to host ILAC '94 in Hong Kong during the week of 17-21 October 1994;

2. Acceptance of the invitation extended by the delegation of the Netherlands to host ILAC '96;

3. Acceptance of the invitation extended by the South African Bureau of Standards to host a future ILAC Conference;

4. That ILAC Committee 4 will deal with the selection of venues for the next two meetings of the ILAC Technical Committees; and that furthermore, to note for the information of Committee 4:

5. Interest was expressed by the delegation of the Netherlands to host the ILAC Committee meetings in the Spring of 1993; and

6. An invitation was extended by the delegation of the United States of America to host the ILAC Committee meetings in the Spring of 1994 at the National Institute for Standards and Technology in Gaithersburg, Maryland.

General RESOLUTION, No Committee

RESOLUTION NUMBER 16 OF ILAC '92

Title: ILAC '92 Hosting

Proposed By: Jack Garside - New Zealand

Introduction: Recognizing the substantial amount of work required to host a plenary meeting of ILAC and the consequent demands on the host organization and its staff;

Therefore, In appreciation of the efforts of all those involved in making ILAC '92 such an enjoyable and stimulating experience;

ILAC '92 Resolves To congratulate the Standards Council of Canada on hosting such a successful Conference and to express the appreciation of all ILAC '92 delegates for the opportunities provided to participate in the Conference and to enjoy the hospitality of the host organization.

REPORT FROM THE ISO/CASCO AD HOC GROUP "ISO/IEC CODE OF GOOD PRACTICE FOR CONFORMITY ASSESSMENT"

The ad hoc group set up with the task and composition as shown in the annex, had its first meeting on 1993-04-27.

During the meeting, the initial draft referred to the group was examined and a revised version will be further discussed as a meeting 1993-06-29/30.

The implications on ISO/IEC Guide 16 will then also be considered, as well as the relevant provisions of the GATT (1991) Agreement on Technical Barriers to Trade.

For information, it should be mentioned that, due to the fact that conformity assessment activities can be performed by:

- a manufacturer or supplier (first party)
- a user or purchaser (second party)
- an independent body (third party),

it is intended to mirror this situation in the draft. In addition, the new draft will be aligned with the ISO/IEC Code of good practice for standardization as regards the general structure.

B. Folcker
Chairman

Annex

Annex to
ISO/CASCO 214 (Add.)

ISO/CASCO AHG Code/1 (Rev.)
April 1993

TASK AND MEMBERSHIP OF THE CASCO AD HOC GROUP "ISO/IEC CODE OF GOOD PRACTICE FOR CONFORMITY ASSESSMENT"

TASK

Set up in response to ISO Council resolution 18/1992, to prepare, with the usual participation of IEC, a draft ISO/IEC Code of Good Practice for Conformity Assessment in connection with the revision of ISO/IEC Guide 16, with the view to its submission to the ISO and IEC Councils as soon as possible for approval, taking account of existing relevant provisions within GATT in order to avoid any contradiction or overlapping.

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[one more expert, from Singapore, to be nominated by IEC]

Ex officio Mr. O. Archer, ISO/CASCO Chairman
Mr. R. Eglin, Director, GATT/TBT Division
Mr. R. Kay, IEC Central Office
Mr. E. Stackelberg, ECE/STAND Secretariat

Secretary Mr. J. Blanc, ISO Central Secretariat

Cover note to document ISO/CASCO 193 (Rev.) "Draft – General terms and definitions concerning conformity assessment (Rearrangement of relevant sections of ISO/IEC Guide 2)

[Secretariat note – This cover note will be supplemented, at the CASCO meeting, by an oral report from the Chairman of CASCO WG 5.]

Document ISO/CASCO 193 "Draft – General terms and definitions concerning conformity assessment (Rearrangement of relevant sections of ISO/IEC Guide 2)" was circulated on 21 May 1992 to CASCO members and to IEC National Committees, which were invited to submit their comments by 30 September 1992. Comments have been received from the following bodies:

1992-07-02 TSE (Turkey) – Approval without comments
1992-07-25 SASO (Saudi Arabia) – Approval without comments
1992-07-31 ANSI (USA)
1992-08-10 TTBS (Tanzania) – Approval without comments
1992-08-14 SIRIM (Malaysia)
1992-08-14 SISIR (Singapour) – Approval without comments
1992-09-11 TISI (Thailand)
1992-09-25 SNV (Switzerland) – Approval without comments
1992-09-28 UNI (Italy)
1992-09-29 BSI (United Kingdom)
1992-09-29 GOST (Russia)
1992-09-29 DGN (Mexico) – Approval without comments
1992-09-29 NC (Cuba)
1992-09-30 SAA (Australia) – Approval without comments
1992-09-30 JISC (Japan) – Approval without comments
1992-09-30 CSN (Czechoslovakia)
1992-09-30 SIS (Sweden)
1992-09-30 AFNOR (France)
1992-10-02 IPQ (Portugal)
1992-10-07 EOS (Egypt) – Approval without comments

These comments were discussed clause by clause by CASCO WG 5 at its meeting on 8 December 1992, as a result of which recommended changes have been introduced in a revised version of the draft, document ISO/CASCO 193 (Rev.), attached herewith.

In the course of the discussion, the group identified the following issues:

a) It was noted that three terms defined in ISO/IEC Guide 2:1991 (namely "organization", "safety" and "compatibility") were included with a different definition in ISO/DIS 8402. The ISO Central Secretariat has been invited to apply the ISO/IEC Directives and require that a note be added in the future ISO 8402 to indicate that these definitions were valid for the purpose of quality management standards. An attempt would be made in future to ensure that such instances are drawn to the attention of TC Committees' P-members at an early stage, as this might avoid unnecessary duplication and confusion.

b) It should be mentioned that the note to definition 2.1 "conformity assessment", originally taken over from annex 1 of the GATT (1991) Agreement on Technical Barriers to Trade, has been slightly amended and made more explicit.

c) The need to define a (conformity assessment) certificate in general, and a test certificate in particular has not yet been addressed by the group.

d) It might also be necessary to review the possible consequences of the issue of recent guides which did not exist in 1985-1986, when most of the present ISO/IEC Guide 2 definitions were prepared and approved.

Recommended action

It is proposed that the revised draft, document ISO/CASCO 193 (Rev.), should be circulated to CASCO members for their approval, with a view to being processed and eventually incorporated by ISO/STACO as an amendment to the corresponding sections of ISO/IEC Guide 2. Meanwhile, if approved by CASCO, the document would be used as a reference document for the work of the Committee. It could be included in Part 2 "Reference documents" of a future edition of the ISO/IEC *Compendium of conformity assessment documents*.

ISO/CASCO 193 (Rev.)
February 1993

DRAFT – GENERAL TERMS AND DEFINITIONS CONCERNING CONFORMITY ASSESSMENT (REARRANGEMENT OF RELEVANT SECTIONS OF ISO/IEC GUIDE 2)

[NOTES (not for final publication)

1. This revised draft has been prepared by CASCO WG 5 after consideration of the comments on the first draft received from CASCO members and IEC national committees. The numbering of clauses is only intended to apply at this initial stage. The exact clause numbering will have to be reviewed in due course by STACO when considering the eventual incorporation of the CASCO input into the overall revision of Guide 2. The present clause numbers as appearing in ISO/IEC Guide 2:1991 are indicated between square brackets after each definition, followed by the letters "rev" when revised, and "ext" when extended.

2. The following terms and definitions are not intended to provide a comprehensive list of possible conformity assessment activities. These are not exclusive; for instance a particular accreditation system may also be regarded as a certification system if it fulfills also the specific features of a certification system.

3. The expression "product, process or service" has been adopted through out this document to encompass the subjects of conformity assessment in a broad sense and shall be understood to cover, for example, any material, component, equipment, system, interface, protocol, procedure, function, method, activity of bodies or persons.

Related terms are grouped together under six headings:

– conformity assessment, in general
– determination of characteristics
– conformity evaluation
– assurance of conformity
– acceptance
– accreditation]

1. TERMS RELATED TO CONFORMITY ASSESSMENT IN GENERAL

1.1 conformity: Fulfilment by a product, process or service of specified requirements. [13.1]

1.2 conformity assessment: Any activity concerned with determining directly or indirectly that relevant requirements are fulfilled. [GATT, adapted]

NOTE – Typical examples of conformity assessment activities are sampling, testing and inspection; evaluation, verification and assurance of conformity (supplier's declaration, certification); registration, accreditation and approval as well as their combinations.

1.3 conformity assessment body: Body that performs conformity assessment. [14.3 ext]

1.4 conformity assessment system: System that has its own rules of procedure and management for carrying out conformity assessment. [14.1 ext]

NOTES

1. Conformity assessment systems may be operated at, for example, national, regional or international level.

2. Typical examples of conformity assessment systems are testing systems, inspection systems, certification systems.

1.5 conformity assessment scheme: Conformity assessment system as related to specified products, processes or services to which the same particular standards and rules, and the same procedure, apply. [14.2 ext]

NOTE – The term "programme" is used in some countries to cover the same concept as "scheme".

1.6 access to a conformity assessment system: Opportunity for an applicant to obtain conformity assessment under the rules of the system. [14.10 ext]

1.7 participant in a conformity assessment system: Conformity assessment body that operates under the rules of the system without having the opportunity to take part in the management of the system. [14.11 ext]

1.8 member of a conformity assessment system: Conformity assessment body that operates under the rules of the system and has the opportunity to take part in the management of the system. [14.12 ext]

1.9 third party: Person or body that is recognized as being independent of the parties involved, as concerns the issue in question. [13.2]

NOTE – Parties involved are usually supplier ("first party") and purchaser ("second party") interests.

1.10 registration: Procedure by which a body indicates relevant characteristics of a product, process or service, or particulars of a body or person, in an appropriate, publicly available list. [13.6]

1.11 accreditation: Procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks. [13.7]

1.12 reciprocity: Bilateral relationship where both parties have the same rights and obligations towards each other. [15.5]

NOTES

1. Reciprocity can exist within a multilateral arrangement arrangement comprising a network of bilateral reciprocal relationships.

2. Though rights and obligations are the same, opportunities emanating from them may differ; this may lead to unequal relations between parties.

1.13 equal treatment: Treatment accorded to products, processes or services from one party that is no less favourable than that accorded to like products, processes or services from any other party, in a comparable situation. [15.6]

1.14 national treatment: Treatment accorded to products, processes or service originating in other countries that is no less favourable than that accorded to like products, processes or services of national origin, in a comparable situation. [15.7]

1.15 national and equal treatment: Treatment accorded to products, processes or services originating in other countries that is no less favourable than that accorded to like products, processes or services of national origin or originating in any other country, in a comparable situation. [15.8]

2. DETERMINATION OF CHARACTERISTICS

NOTE – Determination of the characteristics of a product, process or service, may also be conducted l means other than testing such as visual or other observations, automatic measurement or auditing.

2.1 test: Technical operation that consists of the determination of one or more characteristics of a given product, process or service according to a specified procedure. [12.1]

2.1.1 testing: Action of carrying out one or more tests. [12.1.1]

[Note applies to the French version only]

2.2 test method: Specified technical procedure for performing a test. [12.2]

2.3 test report: Document that presents test results and other information relevant to a test. [12.3]

2.4 testing laboratory: Laboratory that perfoms tests. [12.4]

NOTE – The term "testing laboratory" can be used in the sense of a legal entity, a technical entity or both.

2.5 (laboratory) proficiency testing: Determination of laboratory testing performance by means of interlaboratory comparisons. [12.6]

3. CONFORMITY EVALUATION

3.1 conformity evaluation: Systematic examination of the extent to which a product, process or service fulfils specified requirements. [13.3]

3.2 inspection: Conformity evaluation by observation and judgement accompanied as appropriate by measurement, testing or gauging. [13.3.1 rev]

3.3 inspection body: body that performs inspection. [14.4 rev]

3.4 conformity testing: Conformity evaluation by means of testing [13.3.2]

3.5 type testing: Conformity testing on the basis of one or more specimens of a product representative of the production. [13.3.3 Rev.]

3.6 conformity surveillance: Conformity evaluation to determine the continuing conformity with specified requirements.[13.3.4]

4. ASSURANCE OF CONFORMITY

4.1 assurance of conformity: Activity implemented to provide a statement giving confidence that a product, process or service fulfils specified requirements. [13.5]

NOTE – For a product, the statement may be in the form of a document, a label or other equivalent means. It may also be printed in or applied on a communication, a catalogue, an invoice, a user instructions manual, etc. relating to the product.

4.1.1 supplier's declaration: Procedure by which a supplier gives written assurance that a product, process or service conforms to specified requirements. [13.5.1]

NOTE – In order to avoid any confusion, the expression "self-certification" should not be used.

4.1.2 certification: Procedure by which a third party gives written assurance (certificate of conformity) that a product, process or service conforms to specified requirements. [13.5.2]

4.2 certification body: Body that conducts certification. [14.3]

NOTE – A certification body may operate its own testing and inspection activities or oversee these activities carried out on its behalf by other bodies.

4.3 licence (for certification): Document, issued under the rules of a certification system, by which a certification body grants to a person or body the right to use certificates or marks of conformity for its products, processes or services in accordance with the rules of the relevant certification scheme. [14.5]

4.4 licensee (for certification): Person or body to which a certification body has granted a licence. [14.7]

4.5 certificate of conformity: Document issued under the rules of a certification system, indicating that adequate confidence is provided that a duly identified product, process or service is in conformity with a specific standard or other normative document. [14.8]

4.6 mark of conformity (for certification): Protected mark, applied or issued under the rules of a certification system, indicating that adequate confidence is provided that the relevant product, process or service is in conformity with a specific standard or other normative document. [14.9]

5. ACCEPTANCE

5.1 approval: Permission for a product, process or service to be marketed or used for stated purposes or under stated conditions. [15.9]

5.1.1 type approval: Approval based on type testing [15.9.1]

5.2 recognition arrangement: Agreement that is based on the acceptance by one party of results, presented by another party, from the implementation of one or more designated functional elements of a conformity assessment system. [15.1 rev]

NOTES

1. Typical examples of recognition arrangements are testing arrangements, inspection arrangements and certification arrangements.

2. Recognition arrangements may be established at national, regional or international level.

3. An agreement limited to declaration of equivalence of procedures without acceptance of results does not meet the above definition.

5.3 unilateral arrangement: Recognition arrangement that covers the acceptance of one party's results by another party. [15.2]

5.4 bilateral arrangement: Recognition arrangement that covers the acceptance of each other's results by two parties. [15.3]

5.5 multilateral arrangement: Recognition arrangement that covers the acceptance of each other's results by more than two parties. [15.4]

6. ACCREDITATION OF CONFORMITY ASSESSMENT BODIES AND PERSONS

6.1 accreditation system: System that has its own rules of procedure and management for carrying out accreditation. [16.2 ext]

NOTE – Accreditation of conformity assessment bodies is normally awarded following successful assessment and is followed by appropriate surveillance.

6.2 accreditation body: Body that conducts and administers an accreditation system and grants accreditation. [16.3 ext]

6.3 accredited body: Body to which accreditation has been granted. [16.4 ext]

6.4 accreditation criteria: Set of requirements that is used by an accreditation body, to be fulfilled by a conformity assessment body in order to be accredited. [16.5 ext]

ISO/CASCO 194 (Rev.)
February 1993

[Agenda item 9]

DRAFT – GUIDELINES FOR THE DRAFTING OF STANDARDS SUITABLE FOR USE FOR CONFORMITY ASSESSMENT OF PRODUCTS – (REVISION OF ISO/IEC GUIDE 7)

[NOTE – This revised draft results from the discussion by CASCO WG 7 of the comments received from CASCO members and from the IEC on document ISO/CASCO 194. It is submitted to ISO and IEC national member bodies for their approval, with a view to its publication as second edition of ISO/IEC Guide 7.]

Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) together form a system for worldwide standardization as a whole. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

This Guide has been prepared by ISO/CASCO WG 7, Standards suitable for certification purposes. A draft has been circulated to CASCO members and IEC National Committees for comments. [A final draft has subsequently been approved by ISO/CASCO and by IEC Council for publication as an ISO/IEC Guide.]

This Guide, which is a revision of ISO/IEC Guide 7, 1982 – *Requirements for standards suitable for product certification,* cancels and replaces the first edition.

It should be noted that certain elements in the first edition have been omitted, as they are covered by the ISO/IEC Directives. The Guide is intended to be read in conjunction with these Directives.

1. Scope

This Guide sets out guidelines to assist technical committees in drafting standards that may be used in the conformity assessment of products.

NOTE - The guidelines contained herein may also be used as appropriate for the drafting of standards used in the conformity assessment of processes and services.

2. Normative references

The following publications contain provisions which, through reference in this text, constitute provisions of this Guide. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this Guide are encouraged to investigate the possibility of applying the most recent editions of the publications indicated below. Members of IEC and ISO maintain registers of currently valid publications.

- ISO/IEC Guide 2:1991 – *General terms and their definitions concerning standardization and related activities*

- ISO/IEC Directives, Part 2:1992 – *Methodology for the development of International Standards*

- ISO/IEC Directives, Part 3:1992 – *Drafting and presentation of International Standards*

3. Definitions

The relevant definitions contained in ISO/IEC Guide 2:1991 are applicable. In addition, the following definition applies for the purpose of this Guide:

3.1 conformity assessment: Any activity concerned with determining directly or indirectly that relevant requirements are fulfilled.

NOTE – Typical examples of conformity assessment activities are sampling, testing and inspection; evaluation, verification and assurance of conformity (supplier's declaration, certification), registration, accreditation and approval as well as their combinations.
[Secretariat note: Definition taken from document ISO/CASCO 193 (Rev.).]

4. General

4.1 For conformity assessment purposes a number of aspects with which standards should normally comply (such as those covered by the ISO/IEC Directives, Part 2, *Methodology for the development of International Standards,* including its annexes,) require emphasis. These relate to the specific inclusion or exclusion of items in the standard so as to ensure its suitability for use in conformity assessment. For that reason, national member bodies should include, in their relevant national advisory groups and in their delegations to meetings of the relevant technical committees, persons with experience of conformity assessment.

4.2 Conformity assessment requirements should be so written that they can be appplied by any of the following:

– a manufacturer or supplier (first party)
– a user or purchaser (second party)
– an independent body (third party)

4.3 Each standard that the responsible technical committee considers suitable for use in conformity assessment should contain a clear statement to this effect in its scope.

4.4 Parties making use of a standard for purposes of conformity assessment should be able to derive from the contents of the standard a common understanding of the meaning and intent. The standard should be so clear and precise that it results in accurate and uniform interpretation.

4.5 The standard should specify whether the tests are type tests, routine production tests and/or surveillance tests.

4.6 Sampling requirements relating to conformity assessment should appear in a separate document, which should be referenced in the standard. A sampling requirement may contain a specified statistically calculated sampling and compliance schedule.

4.7 The following items may be included in the standard in informative annexes or in the foreword; they should not be normative:

a) Matters relating to marks of conformity, certificates of conformity or manufacturers' declarations of conformity;

b) Dates of implementation or allocation of responsibilities to various parties making use of the standard;

c) Requirements for manufacturing processes, unless it is impossible to adequately specify the product without doing so;

d) Requirements for quality control during production.

5. Specification of requirements

5.1 Standards should always be prepared in such a way that they facilitate and do not retard the development of technology. Usually this is accomplished by specifying product performance requirements rather than product design requirements.

5.2 The requirements should be clearly specified together with the required limiting values and tolerances, and the test methods to verify the specified characteristics. The requirements should be free from subjective elements; the use of such phrases as "sufficiently strong to" or "of adequate strength" should be avoided.

5.3 It is often necessary to allow for more than one category, type or grade of a product within the same standard (or in separate standards if necessary). Designers, users and consumers often need such variants for specific purposes or for economic reasons. Standards should therefore be prepared in such a way that these needs can be met.

It is important that variants are clearly defined and that clear identification can be made either as a part of the marking or on a label accompanying the product.

5.4 The standard should specify the sequence of tests when the sequence can influence the results.

5.5 Where the testing of a number of items is required to determine compliance with specific clauses in the standard, the number of items should be specified.

6. Specification of test methods

6.1 Test methods should be clearly identified and be consistent with the purpose of the standard. They should be objective, concise, accurate and produce repeatable and reproducible results, so that the results of tests made by qualified personnel in any situation are comparable.

6.2 To the extent practicable and consistent with their objective, the tests should provide results within a reasonable period of time.

6.3 Non-destructive test methods should be preferred, whenever they can replace, within the same level of confidence, the destructive methods.

6.4 It is recommended that the test method incorporate a statement as to its reproducibility and repeatability.

6.5 When choosing test methods, account should be taken of standards for general test methods and of related tests for similar characteristics in other standards. As regards the description of test methods, it is recommended that reference be made to other relevant standards, rather than quote the test methods in full in each standard.

6.6 Where test equipment is only available from one source or is not commercially available and has to be individually manufactured, then the standard should include such specifications for the equipment as to ensure that comparable testing can be conducted by all involved parties.

Bibliography

ISO/IEC Guide 51: 1990 – *Guidelines for the inclusion of safety aspects in standards*

ISO/IEC *Compendium of conformity assessment documents,* 1991

ISO 9000 Compendium, 2nd edition, 1992

ISO/IEC book *Certification and related activities*, 1992

ISO Central Secretariat

our date
1993-02-04

our reference
ISO/CASCO

TO THE MEMBERS OF CASCO AND
TO THE OTHER ISO MEMBER BODIES

Dear Sir or Madam,

Approval of draft ISO/IEC Guide 7 (second edition) "Guidelines for the drafting of standards suitable for use for conformity assessment of products"

We have pleasure in forwarding to you herewith the following document:

ISO/CASCO 194 (Rev.) Draft – Guidelines for the drafting of standards suitable for use for conformity assessment of products (Revision of ISO/IEC Guide 7)

This revised draft results from the discussion by CASCO WG 7 of the comments received on document ISO/CASCO 194 – July 1992. It is submitted to ISO member bodies and (by the IEC Central Office) to IEC national committees for their approval, with a view to its publication as second edition of ISO/IEC Guide 7.

ISO member bodies are kindly invited to get in touch with the IEC national committees and with all other interested circles in their respective countries, in order that liaison can take place primarily at national level, as far as possible, and to indicate to the Central Secretariat, **by 4 June 1993**, whether or not they are in favour of approval of this draft.

Yours faithfully,

Jacques Blanc
Secretary of CASCO

Enclosure

cc. Mr. O. Archer, Chairman of CASCO
Mr. B.I. Folcker, Chairman of CASCO WG 7

JB/me/CS930260.054

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

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Annex to Circular letter ISO/CASCO
1993-02-04

REPLY FORM

(to be returned to
the CASCO Secretariat
by **4 June 1993**)

ISO member body .....

Vote on the approval of the following document:

	In favour	**Against** (for reasons stated)
ISO/CASCO 194 (Rev.) Draft – Guidelines for the drafting of standards suitable for use for conformity assessment of products (Revision of ISO/IEC Guide 7)	...	...

Remarks:

Signature: .....

Date: .....

Texte français au verso

ISO/CASCO MEETING 1993-05-04/05

OUTLINE OF FUTURE ISO/CASCO 216 (Add. 2)
May 1993

PROPOSED CASCO REPORT TO COUNCIL IN RESPONSE TO COUNCIL RESOLUTION 28/1992

(Agenda item 12.2)

1. Task for CASCO

Council resolution 28/1992 reads as follows:

Council

endorses the CASCO work programme as set out in the annex to ISO/Council 1992-8.4/1 subject to inclusion of the preparation of the draft ISO/IEC Code of Good Practice for Conformity Assessment referred to in Council resolution 18/1992,

asks CASCO to submit to Council as soon as possible but not later than May 1993 (i.e. right after the CASCO meeting) a comprehensive report, taking account of activities in other organizations, on its studies of means to promote and achieve mutual recognition of conformity assessment activities, with special urgency given to a study of the possibility for an international system for accreditation of quality system registration bodies to be established.

2. Background

Quality system registration to ISO 9000 standards has rapidly become a widespread conformity assessment activity on an international basis. Assessment and registration activities of some form are operating in over 30 countries and the trend is that more programmes are being developed.

Quality systems underpin many product (product, process, services) certification programmes and the intention of this study is to address the ISO 9000 implications but to be compatible with other certification programmes in the future.

Many assessment and registration bodies operate according to recognized international guidelines developed by organizations such as ISO/IEC (CASCO) and CEN/CENELEC. However, while such bodies may indeed use the same guidelines as a basis for operating, national business practices, laws and varying interpretations of these documents means that there are both real and perceived differences in the way any two assessment and registration bodies assess a supplier's quality management system. Another important point regarding many of the ISO/IEC guidelines is their increasing age. CASCO Working Groups are reviewing the adequacy and coverage of the guides and in particular WG 8 is monitoring the proposals regarding an international system of accreditation or assessment and registration to ensure compatibility of new documents.

There are also differences in the way assessment and registration activities are controlled on the national level. Some countries simply operate under free market forces. There is no governmental or recognized authority (or accreditation body) overseeing the activities of the assessment and registration bodies. In some free market systems there is an accreditation body but accreditation is voluntary for the assessment and registration bodies. In these

countries there are accredited and non-accredited assessment and registration bodies sometimes competing directly with one another. Another option is the free market but where accreditation is a requirement (legal or other). Finally, there are centralized programmes (governmental and non-governmental) which either oversee all assessment and registration activities in a country or actually carry out all of the assessment and registration work.

3. Procedure

3.1 Analysis of the task

Council Resolution 28/1992 addresses the very broad task of mutual recognition of conformity assessment activities which embraces product certification programmes, laboratory accreditation and quality system assessment and registration. Given the time constraints faced by CASCO it has been decided to limit the scope of the CASCO study to the task of special urgency defined in resolution 28/1992 as *a study of the possibility for an international system for accreditation of quality system registration bodies.*

Other certification issues must be addressed in the future with a view to their inclusion in an international system of accreditation should further study indicate that this is necessary.

3.2 Considerations/relevant principles

Some basic principles regarding an international system of accreditation were identified as follows:

3.2.1 Openness/access to the system

Any system must be transparent and accessible to all certification and registration bodies and not be limited to those affiliated with ISO member bodies or limited by number in any one country. It will, of necessity, involve organizations from both the public and private sectors which may be profit making or not for profit, some which may have a monopoly in their own country. Additionally, it must recognize that accreditation, certification and registration bodies may work nationally or internationally.

3.2.2 Mutual recognition of certificates of conformity

Mutual recognition of conformity assessment activities denotes some collaboration of conformity assessment bodies aimed at establishing mutual confidence between said bodies. To be considered, agreements must provide some tangible advantages to parties. Even done properly, agreements remain costly.

Among the factors which might be considered significant for the implementation of Council Resolution 28/1992 are all those that facilitate the acceptance of conformity assessment data provided by the parties to an agreement, but also and even more, the acceptance of data provided by the bodies they have assessed. For example, an agreement between accreditation bodies of registrars may enhance internationally and domestically the prestige of the parties but its main external added value is related to its potential facilitation of acceptance of quality system certificates issued by accredited registrars and the provision of assistance to such registrars or to significant users of overseas quality system registration within either country. An agreement between registrars should also be very efficient for such facilitation which is nearer to its own activities.

Accordingly, it is essential to analyze in detail all the criteria being used by the parties for the assessment of their own services and the services provided by the clients of their schemes. In any case, a mutual recognition agreement is better qualified to introduce some acceptance of responsibility for the action of its parties, due to the assessed equivalence of the operation of their schemes, than to request from the bodies recognized on the basis of such schemes, some kind of acceptance of the services provided by other accredited bodies, which remain competitors on domestic or international markets.

Such a limitation does not exclude mutual recognition between competitors. They may also enter into specific agreements to provide better services on the basis of technical (and commercial) criteria far beyond the sole evaluation of technical competence against the basic international criteria.

In evaluating whether any of the above or other considerations are significant, the parties to an agreement should always seek the input of affected bodies such as clients or users of their services, and government departments with related responsibilities.

3.2.3 Building confidence amongst participants

Systems consist of at least two groups of participants, namely the suppliers of accreditation/marks/certificates/test reports/tests/inspections/assessments/audits and their respective clients.

Within the supplier group, confidence is a necessary prerequisite for mutual recognition of each others' deliverables, which can be won through regular proofs of each others' competences and capabilities thereby maintaining the integrity of the system.

In order to win the confidence of the clients of the system, the mutual recognition between the suppliers must result in the avoidance of unnecessary costs and delays, and in the facilitating of trade.

Essential ingredients of a successful global system on top of confidence:

– transparency through harmonization of standards, interpretation of standards, procedures and methods
– openness of the system by granting access to qualified applicants and mentoring of non-qualified operators wishing to become qualified applicants

3.2.4 Structural/operational considerations

Structure - The scope of the system must be clearly defined. The system should be based on ISO standards and guides; any interpretations should be provided by a responsible committee, e.g. TC 176, CASCO. It is important that due consideration be given to the ongoing flexibility of the system to provide for future needs.

Governance - The composition of the governing board should be defined so that it reflects the (several, various) interests of the participants/stakeholders.
The rules for operating the system should be subject to ratification by all the participants. Consideration should also be given to how these rules are to be enforced.

Operations - Care should be taken to maintain a balance between the theoretical goals and the practical implementation of the system, recognizing the need to minimize any bureaucratic aspects. Consideration should be given to the use of peer evaluation and cooperative auditing as fundamental activities towards system implementation.

3.2.5 Marks and other evidence of conformity

The means provided to convey evidence of conformity assessment under mutual recognition must take account of those to whom such evidence of conformity is of interest including other parties to mutual recognition agreements, the ultimate customer, intermediate purchasers, regulatory authorities or others. Provision for an international mark or certificate should be made for use in mutual recognition, bearing in mind the peculiar needs of each of those for whom evidence of conformity assessment is of interest. Where established practices are based on national marks (i.e. a mark recognized or relevant in a particular country) a system of mutual recognition should embody the means to permit the use of such marks. Where national schemes are well established, such schemes must be given recognition in the context of mutual recognition.

3.2.6 Promotional considerations

For promotion of an internationally working system, a well agreed policy for adjusting national or local differences in culture, customs and infrastructure must be achieved and executed by the central management.

In the case of IECQ for instance, there was little need within the Japanese market place and the effective materials for promoting the system came only from the central management. In the case of quality system registration, the work for preparing those materials would need a broader cooperation.

In comparison with the IECQ and the laboratory accreditation, the quality system registration services lack substantial evidence for the credibility of the registration bodies, therefore the transparent procedure of the third party accreditation is much more important.

The value added to justify the cost of accreditation would be better explained by the central management directly to the customers of the registration services, rather than by the registration bodies themselves.

3.3 Desiderata/Acceptability of an international scheme

For an international scheme sponsored by ISO to be successful it must at least meet the following:

3.3.1 The scheme should be open to all assessment bodies and not be limited to those affiliated with ISO member bodies or limited by number in any one country.

3.3.2 That participation in the scheme entails also the obligation to recognize certificates issued by all other participants in the scheme without further audit or qualification.

3.3.3 If participants in the scheme have other certification schemes requiring quality system assessment, then all quality system certificates issued under the scheme must be recognized for the purposes of the other schemes.

3.3.4 If a supplier with a quality system certificate issued under this scheme by one certification body requires a further certificate from another certification body participating in the scheme, this must be issued without further audit or constraint apart from the administrative costs of issuing and maintaining registration of the certificate.

3.3.5 The certificate may indicate it is issued under the international scheme, but should not imply that it is any way different from other certificates issued.

3.3.6 Any non-conformance of the supplier with regard to his quality system must be raised with the certification body who is maintaining by audit his quality system, and if necessary the central body of the scheme. Persistent non-conformity would result in the suspension of the certification body from the scheme.

3.3.7 Certification bodies participating in the scheme must accept the obligation to assist other applicants to the scheme in whatever way possible, particularly by training of auditors and certification body personnel.

3.3.8 The scheme must be self financed.

3.4 Researching alternative approaches

3.4.1 Steps taken

To produce a basis on which to make recommendations, the CASCO chairman sought information on experience relevant to mutual recognition. A workshop on conformity assessment recognition conducted on 3-4 May 1993 provided much useful insight. Presentations were made examining the concepts, practice, and future expectations related to mutual recognition. A summary of the proceedings is attached to the report.

In addition, considerable attention was given to observations and opinions of those attending the ninth meeting of CASCO on 4-5 May 1993. Opportunity was provided for an exchange of views during the meeting. Many delegations responded; a summary of their comments is also attached.

Some CASCO participants also worked with their member bodies to prepare papers describing approaches for solving the problem. Depending on the time available, these were circulated to obtain comments from other CASCO members and participants. The substance of these proposals is considered below.

Finally, members of CASCO engaged in much informal discussion which provided additional insights. In particular, the CASCO chairman assembled a small group comprised of some CASCO delegates and Central Secretariat staff to review the many materials assembled. The review process took into account the requirements documented above, and concluded with an evaluation of all feasible alternatives seen as satisfying these requirements. Considerable effort was expended in contrasting the alternatives in light of the criteria thought to be most important in identifying an approach which would satisfy the widest diversity of interests.

3.4.2 Submissions

CASCO received three official submissions which are found in annex to ISO/CASCO 216 (Add). They are:

3.4.2.1 BSI draft on the peer evaluation of certification bodies

3.4.2.2 Draft outline for an IEC scheme for the accreditation of quality system registration bodies

3.4.2.3 ANSI (USA) proposal "An International System for Accreditation of Quality System Registration Bodies".

4. Paths/methods to promote and achieve mutual recognition of certificates

From researching alternative proposals and other experience, there are a range of options that can be considered. These have been grouped between those which could be achieved within existing structures, and those for whom a governing structure is necessary which would require additional resources outside that available from ISO/IEC, or likely participants of such a possible scheme.

4.1 Methods within existing structures

4.1.1 Mutual recognition agreement guidance document. This could be addressed by a working group in CASCO, with input from DEVCO, and would give guidance, including sample clauses, which may be combined and added to, to construct a mutual recognition agreement to meet specified requirements (See Annex A).

4.1.2 The ISO 9000 Forum could give added emphasis to recognition of certificates by bodies, including through accreditation systems, and their mutual recognition as means of promoting and achieving greater acceptance of certificates. The Forum could sponsor special sessions to discuss accreditation and broader issues.

4.1.3 Enhanced Directory of quality system registration (and accreditation) bodies by self declaration of certification/registration bodies as to their adherence to the relevant guides and standards (Annex B). This would give initial guidance on those who might be in a position to assist companies. It should warn suppliers that in certain situations, it may be necessary that the certification/registration body be duly accredited to issue certificates. The supplier should seek advice from customers and establish the need for accreditation of the certifier, and if necessary the certification/registration body status.

4.2 Methods requiring additional resources

Proposals requiring a "management committee" structure of some form, would require additional resources (at least 1 full time staff from the outset) to promote the scheme and to provide the secretariat. These schemes may have a faster path to achieving recognition of certificates (suitably marked) or issue of multiple certificates by participating certification/registration bodies.

4.2.1 BSI draft on the peer evaluation of certification bodies

Peer evaluation

The object of this proposal is to facilitate mutual recognition of assessment reports and certificates through a process of registration body peer evaluation. Many registration bodies have already established mutual recognition through bilateral arrangements based on each body auditing each of its partners. This proposal builds on the work already done and develops it into a multilateral arrangement where a single peer group audit of a registration body is accepted by all other participants for mutual recognition purposes.

Pros

- Significant progress on bilateral agreements has already been made whereas the same cannot be said for accreditation bodies.

- It allows for the issue of various nationally recognized certificates using a single assessment report and there is evidence that many purchasers continue to favour their own national certificates rather than other national or international certificates.

- It permits registration bodies to take control of the situation without the added bureaucracy and cost of national accreditation and peer evaluation to enable mutual recognition of national accreditation.

Cons

- It may not be seen to have the same perceived status as a system operated by nationally recognized accreditation bodies.

- Individual purchasers will decide what they accept irrespective of any agreements at the registration or accreditation body level.

4.2.2 Draft outline for an IEC scheme for the accreditation of quality system registration bodies

The main elements of the IEC proposal are listed below:

- Worldwide quality system certification indicated by the issue of IEC logo together with the identification of the audit.
- Direct access to the scheme for both national accreditation bodies and individual registrars.
- Registrars who do not apply directly to the scheme can do so via their national accreditation body, if the latter is a member of the scheme. The accreditation body is in this case responsible for the verification of the registrar's compliance with the requirements of the scheme.
- Peer accreditation is considered the most appropriate tool for assessment. This is based on the long experience within IEC with successful conformity assessment schemes.
- The scheme will be managed by a management committee (MC), whose members are national IEC members. The MC reports to the IEC Council.
- The scheme is administered by the committee of registrar bodies (CRB). Members are registrars (max 1 per country). The CRB reports to the MC.

– The system shall be self financing.

4.2.3 ANSI (USA) proposal "An International System for Accreditation of Quality System Registration Bodies"

The main elements of the ANSI-USA proposal are listed below:

Background

– Response to ISO/CASCO 198 invitation for national comments regarding ISO Council resolution 28/1992.

– ANSI acknowledges a need for an international system for recognition of all conformity assessment activities.

– Although this proposal concentrates on accreditation of quality system registration bodies (registrars) ANSI strongly recommeds consideration of a system for accreditation of registrars be followed immediately by consideration of mutual recognition requirements for other conformity assessment activities, concentrating on product certification and laboratory accreditation.

System considerations for a system of mutual recognition among national accreditation bodies (NABs)

– Internationally agreed criteria for accreditation.

– Mutual acceptance by NABs of each others' policies and procedures.

– Demonstration by each NAB of its operation in conformance to its policies and procedures.

– Demonstration of achîevement of equivalence of accreditations among the NABs.

– Routine surveillance of each NAB.

– Discourse among the NABs on inssues which affect the system.

– Need for a system in which a single evaluation of an NAB is carried out according to internationally developed rules and procedures and the results are accepted by all participating NABs.

System principles

– An international audit team appointed by the system's steering committee to evaluate candidate NABs.

– Review of audit team by a recognition committee made up of representatives from NABs already participating in the system.

– Surveillance of each NAB in the system routinely conducted every two years.

– A system steering committee made up of representatives of participating NABs.

– System could function under ISO or separate from ISO.

– A registrar in a country without an NAB in another country on a volunteer basis or as assigned by the steering committee.

Additional considerations to be taken into account in development of the system

– Make up of the group which develops the system.

– Process for creating the system.

– Identification of existing or needed standards/guides.

– Criteria for participation in the system.

– Procedures for operating and maintaining the system.

– Organization

– Responsibilities

– Sources of financial support.

– Dicision on use of a system accreditation mark.

– Means of publicizing the system and its membership.

Benefits

– An international network of harmonized accreditatino systems that provides confidence inthe equivanlence of registrations made by regstrars in different nations.

– Provide benefits of recognized accreditation to registrars in all countries, even in those countries which have no NABs.

– Benefit from and take advantage of the experience of established accredited bodies.

– Provide a framework for the extension of the system of mutual recognition to additional NABs, as those bodies develop.

5. Evaluation - apply criteria to each option - assess pros and cons

[to be completed]

6. CASCO recommendations (for final report only)

[to be completed]

13/12/93 CASCO

ISO/CASCO 216
February 1993

PROPOSED ISO/CASCO REPORT IN RESPONSE TO COUNCIL RESOLUTION 28/1992

[Agenda item 12.2]

Council resolution 28/1992 (reproduced in document ISO/CASCO 195) asks CASCO to submit to Council as soon as possible but not later than May 1993 (i.e. right after the CASCO meeting) a comprehensive report, taking account of activities in other organizations, on its studies of means to promote and achieve mutual recognition of conformity assessment activities, with special urgency given to a study of the possibility for an international system for accreditation of quality system registration bodies to be established.

The CASCO Chairman has invited a small number of advisers to help him outlining the proposed report, with a view to presenting a draft for discussion at the forthcoming CASCO meeting. The usual format of such a report would start with a brief review of background at current state of affairs, including information on activities in other fora and the perceived role of the ISO/IEC system in setting forth international guidelines.

Depending on the outcome of the present consultations and feedback from interested circles, the report could then present recommendations on a series of options, starting from the simplest (*for example voluntary declarations of compliance based on a common model, without any central management and administration*) to the most complex (*such as a full-fledged international accreditation system*).

Material available for drafting the report will originate from such sources as:

- the work of ISO/CASCO WG 8 "Assessment of certification bodies",
- the comments made on the BSI paper on peer evaluation referred to in document ISO/CASCO 198,
- a Central Secretariat input based on the ISO 9000 Forum experience,
- possible input from IEC/PCA and from member bodies,
- a tutorial on mutual recognition, by Mr. L. Tronel, AFNOR (copy attached herewith), in which are included relevant extracts from Chapter 8 "Mutual recognition agreements" of the ISO/IEC book *Certification and related activities* (1992).

The above variety of input reflects the fact that action could take place at different levels: at the users' level one could aim, as a starting point, at voluntary declarations, by registration bodies, that they meet certain criteria (guides or standards for certification bodies, audits and auditors). The next level would be that of bilateral agreements between certification bodies, which could develop into multilateral recognition agreements involving such mechanisms as peer evaluation. Then would come a similar process for acceptance between accreditation systems and mutual recognition of the results of their work.

The draft report outlined above will be circulated as soon as available, for discussion under this agenda item.

Annex

AFNOR
L. TRONEL

2 FEBRUARY 1993

MUTUAL RECOGNITION AGREEMENTS

WITHIN

ASSESSMENT AND ATTESTATION OF CONFORMITY

A tutorial

1 - General

Trade is often hindered by the fact that parties involved do not attribute the same value to test reports, quality certificates, and the like that are used by suppliers. This often results in a barrier to trade or in repetition of testing and/or multiple assessements.

Trade barrriers also exist when a supplier cannot, e.g. on account of protection of markets, apply for the test report, certificate, registration, or mark of a particular body he thinks will fit best to approach potential buyers in the market of his choice.

Mutual recognition agreements can help to alleviate some of these trade barrier problems.

"Mutual recognition", as it is generally understood , is the magic formula by which bodies assessing and attesting conformity, namely the testing laboratories/inspection bodies/certification bodies/accreditation bodies, create the necessary confidence, with the customers in different countries, that their reports/certificates have the same value regardless of the home country of the issuing organisation. The need for repeated testing, inspection, certification, accreditation is thereby avoided.

When discussions go into further depth, it becomes clear that the concept behind that "Mutual recognition" is not clearly defined, and different people mean different things. The implementation of such concepts in regulated sectors is linked to "acceptance" procedures and will be considered specifically.

2 - Type of agreements

Mutual recognition agreements can embrace the work of testing laboratories, inspection bodies, certification bodies or accreditation bodies.

It should be noted that although the above bodies can effect mutual recognition agreements, they cannot guarante acceptance of products in the market-place, or by government, or by other authorities in importing countries.

Distinctions between mutual recognition agreements can be made according to different points of view, such as :

- the subject related to : products, quality systems, services, ...

- the number of participants : bilateral or mutilateral agreements,

- the geographical teritory involved : national, regional or international agreements,

- the obligations resulting from the agreements.

Agreements on mutual recognition may differ in th extent to which they lay binding obligations on the signatories to the agreement. In relation with binding obligations a distinction must be made between subcontracting and these agreements. Subcontracting is an operation whereby a body will have part of his own work carried out by another body (the subcontractor) within clearly specified limits, laid down in a contract and within its reponsibility. In return for the work, the subcontractor receives payment.

3 - Basics concepts

3.1 Mutual confidence, a prerequisite

Mutual confidence between signatories of an agreement is a prerequisite. Therefore, before concluding a mutual recognition agreement, adequate technical competence of the bodies concerned must be demonstrated. In this regard, verified compliance, for instance through accreditation or peer reviews, with relevant ISO/IEC guides, has to be taken into account as a support of the mutual confidence. Some "basic" requirements to accelerate the process of obtaining confidence are :

- harmonized requirements of testing and inspection method to be employed,

- harmonization of the elements tested, inspected or assessed, that together make up the approval procedure,

- harmonized of the test, inspection, or assessment report format,

- harmonization of procedures for evaluation of the reports, resulting in a decision on approval or not,

- harmonization of the means used to communicate to involved parties a positive or negative result of the approval procedure (e.g. certificates, marks of approval),

- harmonized application procedures followed by the testing, inspection, and certification bodies involved,

- harmonization of accreditation procedures,

- harmonized methods of evaluation of personnel,

- harmonized methods of evaluation of measurement facilities and calibration of test equipment,

- harmonized methods of control of environmental test conditions.

In order to reach the required confidence, it may be advisable to set up mutual recognition agreements step by step. ISO/IEC Guide 42, Guidelines for a step-by-step approach to an international certification system, contains some guidelines in this matter.

3.2 Recognition and acceptance

There are two related concepts which are not interchangeable and which need to be distinguished through the use of different terms.

- recognition concerns the services performed by testing laboratories, inspection bodies, certification bodies and accreditation bodies. It presupposes mutual confidence based on technical and procedural harmonisation, and its subject is mainly the equivalence of the "results" of those services : test reports, certificates, accreditation documents, ...

- acceptance concerns the trust in the results of those services. It is performed by parties who ask for them and who use them for some purpose. Accordingly, for ISO/CASCO, acceptance means "acceptance of adequacy for stated purposes of the acceptor".

Within recognition arrangements, there are binding processes based on acceptance : In such arrangements, the signatories are users of the services they recognise .

Briefly speaking, mutual recognition covers a wide range of situations where the binding effects between the parties have effect or not on shared liability.

3.3 Recognition arrangements

The ISO/IEC guide 2 defines a "recognition arrangement" in the context of acceptance :

recognition arrangement: Agreement that is based on the acceptance by one party of results, presented by another party, from the implementation of one or more designated functional elements of a certification system.

NOTES

1 - Typical examples of recognition arrangements are testing arrangements, inspection arrangements and certification arrangements.

2 - Recognition arrangements may be established at, for example, national, regional or international level.

Document ISO/CASCO 193 Rev. (a rearrangement of relevant sections of ISO/IEC Guide 2) adds a third note to this definition. Its purpose is to draw attention on the importance of having a real use of the recognized services :

3 - An agreement limited to declaration of equivalence of procedure without acceptance of results does not meet the above definiton.

4 - The "technical level" and the "acceptance level"

The following discussion is concerned with functions and not with organisational structures. With respect to functions it should be noted that there is a significant difference between the issuance of a report or certificate and the action of an authority, a certification body or a purchaser in deciding to decide to accept a product on the basis of a report or certificate. This leads to a fundamental division of the described activities according to two basic levels, the technical level and the acceptance level :

- the technical level, to which testing laboratories, inspection bodies, certification bodies and the bodies which administer accreditation systems belong. Such bodies are considered at this level as producers of services.

- the acceptance level, to which belong those bodies which use conformity assessment reports as a basis for their decision whether or not to accept a product (e.g. governments, authorities, certification bodies, purchasers or other users of test reports).

It must be underlined that some bodies (such as certification bodies) may be active at both levels. For example, in providing its own services, a certification body may accept data (tests reports, inspection reports) produced by other bodies.

5 - Parties and actions involved in "mutual recognition"

5.1 Testing laboratories

5.1.1 "Mutual recognition of competence"

The usual meaning of the term is that the test reports produced by the group of laboratories considered are equivalent. This is declared by the laboratories themselves. To the laboratory clients and the "user" of the reports, this means that the levels of competence - technical and otherwise - are equal, and that therefore it makes no difference which of the laboratories performs the testing and issues the report. The buyer of the product should therefore have no reason to prefer one or the other laboratory as issuer of the report. (The product supplier - the client of the laboratory - may of course have preferences because of pricing, location or any other factors, such as the force of habit....).

It should be noted that, normally, the responsibility for the report is borne only by the issuing laboratory, and the other laboratories would not (in general) be prepared to share liability even when signing a statement saying "This report is a good as my own reports".

5.1.2 **"Mutual recognition of test reports"** is a not an adequate term if the recognition in fact concerns the service (equal capability and recognition by the laboratories themselves) and not the reports (acceptance of the results either by the laboratories or by the certification bodies).

The term is adequate, for example, when a group of certification bodies, as users of test results, recognize and accept test reports (test results) issued by another identified group of testing laboratories. The prerequisite is that the competence of the participating laboratories has been recognized by the certification bodies using their services.

5.1.3 The above examples show that confining "mutual recognition" to the sole recognition of equivalence of competence, leads in fact to deprecating a useful concept. It seems better to accept, and explain, the different possible implications and effects of "mutual recognition" .

5.2 Certification bodies

Improving the coordination between certification bodies is not only a technical issue but also a commercial one. Bodies complying with the guides or standards relevant to their activities may have different commercial objectives, since they may be :

- nationally or internationally oriented

- non-profit or profit making organizations

– non-consulting as opposed to consulting

– operating within broad scopes as opposed to small scopes

Mutual recognition in the certification area is subject to the same reasoning as mutual recognition in the testing area. In general, therefore, a "mutual" recognition agreement signed by certification bodies means that a group of certification bodies have agreed that their certificates are of equal value. One way of indicating this, which is already in use, is to have a common register of all certificates issued by a particular group.

In some countries, public authorities or major buyers do not aknowledge or accept an equivalence of certificates unilaterally declared by the producers of the services alone so there may sometimes be a need for repeated certification by different bodies. Hovewer, certification may be repeated without duplication of tests or factory inspection on account of provisions which allow direct use of such functional elements of a certification system, when provided by other members of the group.

Even nationaly accredited, certification bodies have significant differences in their activities, so that the possibility of mutual recognition may be limited.

In the field of quality system certification, the links between certification bodies may be developped with the following steps :

1. Ignorance of the other body's certificates

2. Positive statement on the other body's activities and certificates

3. Cooperation level
   - 3.1 Performance of joint audits
   - 3.2 Exchange of information

4. Acceptance of the other body's certificates for the requirements of the ISO 9000 series regarding the quality assurance for purchased materials ("Purchasing" clause)

5. Unilateral statement of equivalence on the certificate of the issuing body

6. Issue, case by case, of an annex to the certificate, signed by both of the bodies , on the basis of the other body's certificate and report

7. Systematic issue of an annex to the certificate, signed by both of the bodies, on the basis of the other body's certificate

8. Issue, case by case, of a traceable certificate on the basis of the other body's certificate and report

9. Systematic issue of a traceable certificate on the basis of the other body's certficate

10. Issue, case by case, of a non-traceable certificate on the basis of the other body's certificate and report

11. Systematic issue of a non-traceable certificate on the basis of the other body's certificate.

5.3 Accreditation bodies

Agreement between accreditation bodies usually means that each party recognises the technical equivalence of accreditation systems operated by the other parties. Does it mean that they accept to grant their own accreditation to bodies accredited under the other systems as if they were directly accredited under their own ? Not yet, but it may be a further step in mutual recognition between accreditation bodies .

Today, accreditation has a very strong national connotation. In many countries, public authorities support accreditation as a national function : accreditation by a unique body, accrediting only national bodies. Some others consider that accreditation has to be open to the market, including the external one.

5.3.1 Accreditation of testing laboratories

A typical agreement is the "WELAC multilateral agreement". On the basis of the equivalence of the operation of the accreditation activities of the parties entering this agreement, each signatory will :

- recognise the operation of the other Systems by the accreditation bodies that are Signatories to this Agreement as equivalent to its own :

- recommend acceptance on an equal basis with those of its own accredited testing laboratories of the Test Reports and Test Certificates from the testing laboratories that are accredited by the accreditation bodies that are Signatories to this Agreement by all users in its own country ;

- promote the acceptance of Test Reports and Tests Certificates of accredited laboratories of Systems that are operated by the accreditation bodies that are Signatories to this Agreement by all users in its own country.

Furthermore, in the case of laboratories, the relative facitily with which national laboratory accreditation systems can expand and sign agreements based on recognition of the similarity of practices, depends greatly on the amount of confidence that can result from the use, by the laboratories, of joint test method. (adopted at national level, these methods are very often the reimplementation of

regional or international standards). It is therefore duly identified services (conducting tests on the basis of recognized methods) which give rise to accreditation. It can no longer be a matter of global recognition of competence in the field of testing : the national systems which had thought they could use such a global approach have changed their methods.

5.3.2 Accreditation of other bodies

In the case of accreditation of certification bodies, there are many possible procedures which differ greatly from body to body, from country to country. In this context, an accreditation which might concern the sole recognition of the competence of a body to manage certification procedures which are its own is not a sufficient element for bringing about a mutual recognition of such activities. In other words, recognizing the competence of a certification body by assessing the conformity of its quality assurance system with a reference system of the ISO 9 001 or 9 002 type is not a sufficient appraisal of the service rendered by the certification body.

6 - Actions and parties involved in acceptance

6.1 Test reports accepted by certification bodies

Currently a certification body only issues certificates based on test reports delivered a laboratory working "on its behalf" i.e. with which it has a special contractual relationship.

There can be no question of forcing a certification body to accept test reports from any laboratories other than those with which it has a special relationship as described under 5.1.2 : In such an agreement of mutual recognition of test reports signed by certification bodies, the rule of the game is that each certification body will accept -any test report issued within the arrangement : all of the involved laboratories may work on its behalf.

6.2 Certificates and test reports accepted by the market

The market can meaningfully be subdivided into private and public procurers. In both cases the acceptance is in principle a voluntary act. However, commitment on the part of the government to base procurement on standards is a strong inducement to use the services of the recognition arrangements - i.e. to accept the certificates/test reports including the underlying "mutual recognition". The crux of the matter from the point of view of the certification bodies/laboratories, is whether the procurers will require certification/testing at all.

Acceptance by private buyers cannot be forced. The European Organization for Testing and Certification (EOTC) outght to play an important role in convincing them of the merits of mutual recognition. However, the EOTC participants cannot themselves meaningfully be said to accept reports or certificates (except in cases where they act as a buyer).

To talk about a "country" accepting reports and certificates makes sense only in the case of regulated sectors, including public procurements. The case of the regulated sector has to be analyzed separately since the meaning of "mutual recognition" in the regulated sector is different in nature and effects (see Annex).

6.3 Acceptance of accreditation

6.3.1 Accreditation accepted by public authorities

Until now, many agreements have been concluded without taking the technical issues into sufficient consideration : in some cases, possibly because noone dared to point to the fact that even a government laboratory or agency bas to prove its technical competence.

The extension of accreditation in the field of inspection and certification bodies is supposed to facilitate the drawing up of community legislation and to reduce the need for more arbitrary national designation, which can have a discriminatory effect against national bodies which cannot demonstrate their competence.

Today, a prerequisite for agreement on the "acceptance level" is the recognition of the technical competence of the parties involved. An agreement covering only "technical level" mutual recognition of the other party's technical competence is a basic step that should enable identification of bodies providing good technical services. The next step involves approval authorities which may select among recognized comptent bodies those that will be allowed to work on their behalf.

Under these conditions, one can quite legitimately question the appropriateness of such harmonized national accreditation structures for certification bodies, the effect of which could well reinforce, instead of reducing, the national connotation of the certificates, and complicate instead of facilitating, the setting up of cooperation mechanisms between bodies of different countries.

In Europe, the Commission has every intention to encourage more systematic recourse to the technique of accreditation by inviting Member states, wherever possible and appropriate, to notify for the purposes of EC legislation only those bodies which are accredited (to the EN 45-000 series) or those which can demonstrate by any other means that they conform to those standards or equivalent requirements.

6.3.2 Use of accreditation in agreements between certification bodies

Within a mutual recognition agreement, certification bodies act as "acceptance bodies" when they accept foreign data and take responsability for such data. This requires that both the requirement and the means of certification are harmonised between the countries concerned.

It is important to keep in mind that even in a given accreditation system not all accredited bodies are of equal capability. The differences may be recognised in the terms in which the accreditation is expressed in the certificate granted by the accreditation body. For example, a product certification body may be accredited without any inspection capacity because the relevant scheme is based only on type testing.

Therefore, the accreditation status of possible participants in a mutual recognition agreement may be insufficient to cover the level of competence and harmonization required for proper operation of the agreement.

6.4 Peer evaluation

At the present time, most recognition agreements between certification bodies have to organize their own multilateral assessment of the participants through so-called "peer evaluation". Such a channel would doubtless not preclude from having recourse to national means for auditing the bodies or relying on the national accreditation mechanism, if it exists and covers part of the needs.

The peer group evaluation process has a number positive aspects, among which :

- there are working models in IECQ and IECEE,
- minimum cost to establish,
- it could provide recognition where no accreditation systems exists,
- provides evidence to accreditation systems where required,
- reduces current extensive auditing between bilateral or multilateral mutual recognition partners,
- agreement between certification bodies is easier to achieve than between governements and accreditation systems,
- more rapidly meet customer needs for recognition of their certificates.

7. Items to be addressed in mutual recognition agreements

Mutual recognition agreements should contain :

- Identification of the signatories, and the indivlduals binding their organizations to the agreement,

- a statement on the legal status of each signatory,
- the scope of the agreement,

- requirements to be complied with by the signatories,

- surveillance of each other's work,

- handing of complaints and appeals,

- the liability of parties concerned, and possibly requirements on insurance,

- amendement or revision of the agreement,

- arrangements to maintain communication,

- confidentiallty and security,

- duration of the agreement,

- a choice of the law of a country, or of a set of internationally accepted rules, that governs the implementation of the agreements.

ANNEX

"MUTUAL RECOGNITION"

The European Community's policy

The European Community's policy for the removal of technical barriers to trade is based on two guiding principles :

- where possible, mutual recognition of product legislation and standards and the means of assessing conformity to them, and
- where necessary, the harmonization of technical legislation through reference to Euroepan standards.

The preferred path is that of "mutual recognition", whereby Member States of the Community are required to accept on their territory products legally produced and/or marketed in other Members States, unless there are compelling reasons relating to the protection of human or animal health or safety, or the protection of the environment or the consumer, which require the imposition of technical specifications. The Commission has powers to challenge Member States which do not apply the principle of mutual recognition before the European Court of Justice, and the Court has in a series of judgements since 1979 tended to take an extensive view of the obligations of the Treaty in this matter. Individuals may bring to the Commission complaints concerning the application of mutual recognition by Member States, irrespective of the place of manufacture of the products concerned.

The European Court of Justice has made clear in recent years that Mmber States are required under Article 30 of the Treaty to accept on their territory any product, including one originating outside the Community, which has been legally marketed in another Member State. The only qualification to this general rule of "mutual recognition" is that where a Member State considers that essential public policy considerations (such as the protection of health and safety, consumer interests or the environment) demand that specific technical requirements are met, it may impose those requirements provided that it can demonstrate that they are necessary to achieve the objective in question and are proportionate to that objective. Whenever specific requirements are imposed by law, however, test data generated in another Member State must generally be recognized for the purpose of obtaining mandatory certification in the importing Member State.

Harmonization of technical legislation within the Community is still necessary in cases where Member S tates have legitimately imposed technical requirements on products for public policy reasons, and conflicting national legislation restricts the free movement of products within the Community. This harmonization through EEC Directives is intended to be limited to these "difficult" cases, however, and not pursued across-the-board.

REPORT ON THE WORK OF WG 8 "ASSESSMENT OF CERTIFICATION BODIES"

(Agenda item 10)

At its meeting in Geneva on 11 December 1992, the group reviewed the tasks entrusted to it at the seventh CASCO meeting – 30 April-1 May 1992:

- to develop a draft on general requirements for operation and recognition of accreditation systems for certification bodies/programmes;
- to revise ISO/IEC Guide 40 "General requirements for the acceptance of certification bodies" and related Guides 27 and 28 to serve as criteria documents for assessments;
- to give particular attention to a draft on criteria and procedures for the accreditation of organizations registering quality systems. (Reference ISO/CASCO WG 8/20 (Rev.2))

The CASCO work programme was also noted with its citation of three guidelines entrusted to WG 8:

Item 1.4	Guidelines for the assessment of certification bodies;
Item 1.5	Criteria and procedures for the accreditation of quality system registration bodies;
Item 1.6	Study of possible steps to provide a forum for accreditation bodies and their regional groupings to work together, and to facilitate the mutual recognition of certification bodies. (Reference: ISO/CASCO 196)

The group took the following actions:

- revised an initial draft guide for certification/registration body accreditation systems – general requirements for operation and recognition;
- selected EN 45011 and EN 45012 as the basis for creating draft replacements for ISO/IEC Guides 40 and 48, general requirements for the acceptance of certification and registration bodies, respectively;
- took note of planning for the CASCO workshop on 3-4 May 1993;
- decided to refer back to the CASCO Chairman the matter of possible revision of ISO/IEC Guides 23 and 27 concerning the use and misuse of marks (to be considered by the ad hoc group on the review of guides).
- decided to watch closely the steps taken in addresssing Council resolution 28/1992, focussing CASCO work item 1.6 on quality system registration bodies.

The working group scheduled its subsequent meeting for April 1993, in conjunction with meetings of other CASCO groups. Meanwhile, work continues on the tasks entrusted to the group.

The next meeting of CASCO WG 8 will be held on 28-29 April 1993 in Geneva, following which the WG 8 Chairman will present a report at the CASCO meeting.

ADDENDUM TO DOCUMENT ISO/CASCO 216 - PROPOSED ISO/CASCO REPORT IN RESPONSE TO COUNCIL RESOLUTION 28/1992

[Agenda item 12.2]

Attached herewith are copies of the following material, received in response to Council resolution 28/1992 and to documents ISO/CASCO 198 and 216:

A) BSI draft on the peer evaluation of certification bodies (see annex A)

This document, dated December 1992, was referred to in document ISO/CASCO 198. It was prepared by BSI (united Kingdom). Informal comments already received on its contents will be available for any further development of this draft that would be decided.

B) Draft outline for an IEC scheme for the accreditation of quality system registration bodies (see annex B)

This draft is the input from the IEC Policy Group on Conformity Assessment (IEC/PCA), as announced in document ISO/CASCO 216. It contains a comparison with the BSI draft on "peer evaluation of certification bodies," mentioned in A above.

C) ANSI (USA) proposal "An International System for Accreditation of Quality System Registration Bodies" (see annex C)

This is an ANSI contribution regarding implementation of ISO Council resolution 28/1992, as presented in the ANSI covering letter of 1993-04-14, also reproduced in annex C.

The CASCO Chairman and Secretariat are preparing, for consideration under agenda item 12, a CASCO meeting document intended to facilitate the discussion of these contributions and the drafting of the comprehensive report requested by Council in its resolution 28/1992. It is planned to distribute the latter document at the opening of the CASCO meeting on 4 May, with a view to its discussion the following day.

Annexes

Annex A to
ISO/CASCO 216 (Add.)

BSI paper on PEER EVALUATION OF CERTIFICATION BODIES

PEER EVALUATION

DKS/JEW/SH/DOC0058A
November 1992

1. Title

The title of the System is:

"PEER EVALUATION OF CERTIFICATION BODIES",

hereinafter referred to as "the System".

The abbreviated title is "PECB" (ISOPECB).

2. Object

2.1 The particular object of the System is to facilitate international reciprocity in the acceptance of Quality Management System Certification to ISO 9000 series specifications.

2.2 The object is achieved by the definition and implementation of peer evaluation quality assessment procedures in such a manner that Certification Bodies participating in the system have a recognised competence to carry out Quality Management System assessment and certification.

2.3 Reciprocity in the recognition of Certification Bodies is a matter for individual Certification Bodies to agree and is not part of the system. It is hoped that the system may be utilised in bilateral and multilateral agreements, voluntary or regulated, and for purposes such as accreditation and regulation.

3. Means of attainment

The object of the System is attained by:

3.1 The creation of a suitable organisation for the management and co-ordination of the System.

3.2 The promotion of the use of ISO standards/guides or other formalised standards such as the EN 45000 series which contain requirements necessary for the operation of the System.

3.3 The preparation and implementation of Rules which govern the following:

a) the responsibilities, policies and organisation of the Peer Evaluation Management Committee,
b) the responsibilities of Certification Bodies,
c) the recognition of Certification Bodies.

4. Peer Evaluation Management Committee (PEMC)

4.1 General:

The PEMC is responsible for the supervision of the uniform application of the Rules and includes among its duties the co-ordination of the recognition of Certification Bodies.

All decisions made by the PEMC shall be regarded as binding on the participating Certification Bodies.

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The PEMC is responsible for the supervision of the uniform application of the Rules and includes among its duties the co-ordination of the recognition of Certification Bodies.

All decisions made by the PEMC shall be regarded as binding on the participating Certification Bodies.

4.2 Composition:

The composition of the PEMC is as follows:

a) a Chairman,

b) a Secretary,

both elected by the founder participating Certification Bodies.

c) Six national members elected by the participating members on a single voting procedure.

4.3 The Chairman:

4.3.1 The Chairman, who shall (not) be a member of a participating Certification Body, is appointed for three years with the possibility of re-appointment for one further period of three years.

The Chairman shall take office on the date stipulated in his appointment and shall assume the duties of his office on that date.

4.4 The Secretary:

The Secretary of the PEMC shall provide the Secretariat of the PEMC.

5. Duties

The duties of the Secretariat are:

5.1 Concerning quality assessment:

a) to arrange for audit of an applicant,

b) to submit recommendations for recognition to the PEMC,

c) to prepare documents describing the means by which audit procedures can be judged as to their equivalence, and

d) to co-ordinate the activities of the Participating Bodies in order to ensure the equivalence of application of the procedures for quality assessment between them.

5.2 The duties of the PEMC are:

a) to propose, if necessary, amendments to Rules which concern quality assessment procedures,

b) to propose any other action to be taken to facilitate the implementation of the Rules relating to the work of the PEMC,

c) to propose the procedures, or changes to the procedures, for handling complaints,

d) to examine the validity of such complaints and to inform the Participating Bodies of the results of that examination

e) to give its advice to ISO/IEC/National Standards Bodies on practical difficulties resulting, or likely to result, from the quality assessment requirements of the applicable standards and specifications.

6. Working Groups

A Working Group may be set up when decided upon by the PEMC. The PEMC shall provide it with clearly defined terms of reference and shall ensure that it does not undertake any work which is within the scope of any existing Technical Committee of the ISO/IEC.

7. Principles and Criteria

7.1 General principles:

The standards and specifications used for purposes of acceptance within the System are described in ISO 9000 series specifications.

7.2 Criteria:

For purposes of the peer evaluation of applicant certification bodies the relevant standards and specifications are described in:

EN 45012 "General Criteria for Certification bodies operating quality system certification"

ISO 10011 "Quality Systems Auditing".

8. Audit of an Applicant Certification Body

8.1 General:

An applicant Certification body is an organisation responsible for all procedures leading to Quality Management System certification to ISO 9000 series specifications.

An applicant Certification body:

a) shall meet the general criteria specified in EN 45012 : 1989 (ISO .....),

b) shall follow the basic audit principles, criteria and practices specified to ISO 10011-1 : 1991,

c) shall employ auditors meeting the qualification criteria specified in ISO 10011-2 : 1991,

d) shall manage audit programmes to the guidelines given in ISO 10011-3 : 1991.

In order to operate under the System the Certification body shall be recognised by the PEMC.

8.2 Statement of Compliance:

Essential information to support an application should be provided and shall include the following information:

8.2.1 Introduction

This section shall relate the individual Certification body to national and international systems and shall show the general approach to certification.

8.2.2 Description of the Certification Body

This section shall include:

a) an organisation chart,

b) a statement showing the responsibilities of the Certification Body,

c) a statement of the status of the Certification Body and its relation to government and industry with reference to any relevant law(s) and other legal provisions,

d) a statement of the geographical area over which the Certification Body proposes to exercise jurisdiction. (This area is normally defined by country boundaries),

e) a statement of the technological areas over which the Certification Body proposes to exercise jurisdiction.

8.2.3 Resources of the Certification Body

This section shall include information on the experienced manpower and the ancillary technical services available to deal with the defined technological areas.

The senior management of the Certification Body shall be identified and an approximation shall be given of the numbers of professional staff under the control of the Certification Body who are mainly concerned with the assessment of quality management systems.

8.2.4 Guidance documents

This section shall include or make reference to written working instructions which serve as guidance documents to the Certification Body.

Guidance documents listed should be made available to participating organisations on request.

8.3 Examination of Applications:

All members of the PEMC shall consider each application for full membership and inform the Secretary within three months of the despatch of the application from the Secretariat whether they have any objections against the information presented.

The Secretary shall send warning letters to members which have not sent in their replies within six weeks of the date of despatch. If no reply is received by the end of the three months, it shall be assumed that the member has no objections.

Objections shall be raised in a letter to the Secretary with a copy to the candidate. The Secretary shall ask the candidate whether it can meet each of the objections or prefers a discussion in the PEMC. In the latter case, the Secretary shall circulate the relevant objections received to all members in a letter, asking whether the individual objections are supported by other members.

The situation shall then be discussed at a meeting to which the candidate is invited to send a representative.

8.4 Nomination of the Examination Team:

As soon as the Application has been approved, the Secretary of the PEMC shall submit for approval the names of three (two?) Certification Bodies to form the Examination Team from amongst those which have stated a willingness to participate. The Examination Team shall consist of one representative from each of the three (two?) Certification Bodies chosen by them from the list of team members.

A Certification Body acting as a mentor for the candidate shall not serve on the Examination Team.

Members of the designated Examination Team may be assisted by not more than two support staff but the overall Examination Team shall not be more than 5.

The Secretariat shall maintain a list of Examination Team members, nominated by each Participating Body. This list shall include the following information:

- name of member,
- duty or position within the Certification Body,
- business address.

The candidate shall only be responsible for the transportation and living expenses of the three members of the Examination Team, whether this is an initial visit or, if necessary, a subsequent visit.

The visits within the country of the candidate shall be planned so that they will be completed as expeditiously as possible.

The Examination Team shall elect one of its members as Team Leader. The Secretary of the PEMC shall, in consultation with all persons involved, make the arrangements for a visit of the Examination Team to the candidate. The visit shall take place, unless impractical, within three months of the approval of the Application.

8.5 Examination procedure:

The Examination Team during its visit to the candidate shall verify that:

a) the candidate meets the general requirements of Clause 8.1,

b) the Rules have been implemented in a correct way,

c) The Statement of Compliance is a correct description of the actual situation, and

d) the candidate has sufficient experience with quality assessment and has arrangements for the preparation and maintenance of a list of approved companies, organisations, distributors and others which it has assessed and intends to certify under the System.

Sufficient experience with quality assessment is assumed to exist when the candidate:

- has processed at least ten (10) requests by a company, organisation, distributor or other for certification within a 2 year period.

If this experience is not available at the time of application, the candidate may request that one of the Certification Bodies acts as its mentor. The Management Committee shall delegate, to the Certification Body accepting to act as mentor, the responsibility for the surveillance of all procedures for quality assessment necessary for the System in the candidate's country for an initial period until the candidate has acquired sufficient experience.

The candidate shall inform the PEMC when it considers it is ready for the visit by the Examination Team.

The candidate shall be responsible for arranging necessary visits by the Examination Team so that the Examination Team can decide if the candidate has the ability and capacity to carry out all that may be required.

The candidate shall also arrange a visit to companies which have been subjected to the procedures of the System. Copies of the relevant certificate scope(s) shall be sent in advance to the members of the Examination Team. The candidate may, if he considers it helpful, arrange visits to companies in other technological areas covered by his application.

In addition to that shown during the visit the Examination Team may discuss with the candidate any other part of its declared technological area.

During the visit to the companies, the Examination Team shall have access to documentation, quality manuals etc which is relevant to the certificate under review. The earlier provision of this documentation shall be at the companies' discretion. This documentation may be in any language, the candidate being responsible for providing translation into one of the official languages of the ISO at the time of the visit.

8.6 Reporting and decision:

8.6.1 During the visit, the Examination Team shall prepare a draft of its formal report. This draft shall contain all the conclusions of the Examination Team where these are either the joint opinions of the Examination Team or those of one or two of its members.

The report shall indicate whether:

a) the Examination Team would unanimously recommend the approval of the candidate, or

b) it would recommend, subject to the correction of some minor deficiencies, the approval of the candidate, or

c) there were important deficiencies and the Examination Team could not recommend approval until these deficiencies had been corrected and a further visit by one or more members of the team would be necessary to determine whether the corrective action was satisfactory, or

d) the conclusions were applicable to the entire process of approval or only to a part of this process.

The draft report shall be discussed with the candidate and every attempt made to resolve any differences between the Examination Team and the candidate at the time of the visit. In the case of c) above, the candidate may request that any of the detailed information is treated as confidential.

8.6.2 Within eight weeks of the completion of its visit, the Examination Team shall finalise its report. Where the candidate has requested that the detailed information in Sub-clause 8.6.1(c) above is treated as confidential, it shall be contained in a separate appendix to the report and shall only be made available to those delegates to the PEMC who are members of approved.

8.6.3 Where the final report shows that no further action is necessary by the candidate and that the Examination Team unanimously recommends the approval of the candidate, the report shall be sent to the Chairman of the PEMC.

8.6.4 Where the report shows that only minor deficiencies exist, the Examination Team may agree to accept written evidence that corrective action has been accomplished. When such evidence has been received by the members of the Examination Team within eight weeks of the conclusion of their visit, a supplement shall be added to the report indicating that the Examination Team unanimously recommends the approval of the candidate and the report shall be sent to the Chairman of the PEMC.

Where the written evidence that the corrective action has been accomplished is not received, the Examination Team shall recommend that the approval of the candidate is not granted. The Examination Team shall then issue a supplement to its report which shall be sent to the Chairman of the PEMC.

8.6.5 Where the report shows that important deficiencies have been revealed, the candidate shall have the right to take corrective action within a period of eighteen months. The report shall be sent to the Chairman of the PEMC with a request that the main part shall be circulated to that Committee and that, if confidential, the appendix shall be circulated only to the PEMC. The report shall recommend that the approval of the candidate is not granted until the necessary corrective action has been accomplished.

The Examination Team may either delegate to one of its members the responsibility to visit the candidate again or decide that all the members shall jointly make the visit. This visit shall take place as soon as possible after notification of the completion of the corrective action and, in any case, not later than three months after the notification.

During this visit, a draft supplement to the original report shall be prepared and the candidate shall be informed of its conclusions. Where the candidate has been visited by one member, the draft shall be circulated to the other members of the Examination Team.

Within eight weeks of the completion of the visit the Examination Team shall finalise its report.

Where the Examination Team is satisfied that the corrective action has been accomplished, the supplement to its original report shall indicate that the Examination Team unanimously recommends the approval of the candidate and the supplement shall be sent to the Chairman of the PEMC.

Where the Examination Team considers that the corrective action has not been accomplished, it shall report this fact to the Chairman of the PEMC.

8.6.6 When deficiencies have not been satisfactorily corrected within a period of eighteen months from the issue of the visit report, the application shall be considered to have been terminated.

8.6.7 If the Examination Team unanimously recommends in its report the recognition of the candidate, this recommendation shall be submitted to the members of the PEMC for voting by correspondence. Approval shall not be withheld by any full member except for technically valid and documented reasons.

8.6.8 If the candidate does not agree with the report of the Examination Team, it shall be allowed to present its case in writing to the PEMC prior to this Committee considering the recommendation of the Examination Team.

The delegates of members shall consider this matter during the first scheduled meeting of the PEMC following the submission of the report from the Examination Team and the objections from the candidate, provided these have been submitted at least six weeks prior to this meeting. The PEMC shall give a decision in writing within one month of the meeting.

In cases where the next meeting of the PEMC is scheduled for a date of six months or more after the submission of the report of the Examination Team and the objections of the candidate, the latter may request a meeting of the PEMC to consider and decide on this matter. The Chairman of the PEMC shall immediately arrange for this meeting to be held.

9. Changes in Statement of Compliance

9.1 Changes in a Statement of Compliance which could affect the adequate assessment of companies, organisations, distributors and others, shall be submitted to the Secretariat and shall be approved by the PEMC before taking effect.

The Secretariat shall circulate the proposed changes to the members of the PEMC with a request that they state within six weeks of despatch from the Secretariat whether they have any objections.

The Secretariat shall send warning letters to those members who have not sent in their replies within four weeks of the date of despatch.

Objections to proposed changes shall be accompanied by valid reasons.

If no objections and no requests to discuss the matter at a meeting to be held are received by the end of the six weeks, the relevant Certification Body shall be informed of this and the Secretary shall report this at the next meeting of the PEMC.

In all other cases, the matter shall be dealt with at the next meeting of the PEMC. The decision of the PEMC may be such that an examination visit is required, in which case the scope of the visit shall be defined and it shall be assigned to a single Certification Body.

9.2 If no objections are received by the end of six weeks, the relevant Certification Body shall be informed of this and the Secretary will report this at the next meeting of the PEMC.

If objections are received, the matter shall be dealt with at the next meeting of the PEMC. Pending the decision of the PEMC, the change shall be considered as not having been approved and the relevant Certification Body shall be informed of this fact.

9.3 When one or more objections have been received, the Certification Body proposing the change to its Statement may request that the matter be concluded in writing, if it is not possible to hold a meeting of the PEMC within six months of the receipt of the objection(s). In this case, it may prepare a written statement disputing the objection(s), which shall be circulated together with the objection(s) to all Management Committee members and Certification Bodies, with a request to state whether they support the objections.

Each specific item of an objection shall be sustained only if supported by at least two further Management Committee members. The voting period shall be terminated when all Management Committee members have replied or six weeks after circulation, whichever is the shorter.

10. Maintenance, suspension, and withdrawal of recognition of a Certification Body:

10.1 Maintenance of recognition

10.1.1 Every two years, each Certification Body shall provide the following information for consideration by the PEMC:

a) a written statement that there has been no change to the procedures in force, or an amendment to the Statement of Compliance if the changes are small, or a complete re-issue of the Statement of Compliance if the changes are of a significant nature,

b) the number of certified companies, organisations, distributors and others and an indication of the frequency of surveillance visits,

c) a statement of the resources available with respect to those described in Clause 8.2,

d) list of the different areas of technological jurisdiction,

e) information, including the result, on any appeals against the decisions of the Certification Body which have needed resolution by the PEMC. This information shall be given in such a manner that it does not disclose any confidential information.

10.1.2 Every two years each Certification Body shall invite the PEMC to nominate an inspection team consisting of one delegate only to conduct an examination as per Clause 8. This examination to confirm the current situation.

The nomination of the examination team delegate by the PEMC shall normally be from an organisation with whom the Certification Body itself is actively co-operating.

10.1.3 The PEMC shall consider the information required by Clause 10.1.1 at its next meeting and the report as per Clause 10.1.2 and, if satisfied, shall so notify the Certification Body in writing within twenty-eight days.

If the PEMC is not satisfied, it may ask for further information to clarify any matters of doubt, either by an oral statement at the meeting or by further documentation. In the second case the final decision shall be made at the following meeting of the PEMC. During this period, the approval of the Certification Body shall remain in force.

10.2 Suspension and withdrawal of recognition

10.2.1 If evidence has been presented to, and accepted by, the PEMC that certificates which do not conform to the requirements of the System and to the relevant specifications are being released and that the Certification Body has been informed and has failed to take any remedial action, the PEMC shall immediately suspend the recognition of that Certification Body.

All Certification Bodies shall be informed in writing by the Secretary of the PEMC within twenty-eight days of the decision to suspend the recognition of the Certification Body.

10.2.2 The PEMC may require the Certification Body to submit evidence that it has corrected its deficiencies or may decide to convene an Examination Team to re-assess the Certification Body. The final decision on the outcome shall be made at the next meeting of the PEMC. If the decision is to lift the suspension, the Certification Body may resume its activities immediately and confirmation of the lifting of the suspension shall be given in writing by the Secretary of the PEMC within twenty-eight days to all Certification Bodies. If the decision is unfavourable or corrective actions have not been completed within six months, or any other period agreed by the PEMC, the procedures of Clause 10.2.3 shall be invoked.

10.2.3 Where the deficiencies are serious, the PEMC may withdraw recognition of the Certification Body. Formal notification of the withdrawal of the recognition shall be given, in writing, to the Certification Body, by the Secretary of the PEMC within twenty-eight days of the decision. The decision, however, shall be binding from the time that it was made by the PEMC. All Certification Bodies shall be informed by the Secretary of the PEMC in writing within twenty-eight days of the withdrawal of the recognition. Any subsequent request from the National Certification Body to be re-admitted to the System shall be subject to the full procedures specified in Clause 8 when new candidates apply for recognition.

The voting on the decision for renewal or reinstatement of the recognition of a Certification Body shall be on the same basis as that for the initial approval of a Certification Body.

10.2.4 A Certification Body has the right to appeal against the decision made by the PEMC. The decision of the PEMC shall remain, pending the outcome of the appeal. Such an appeal shall be made within six months of the date of the PEMC decision.

10.2.5 During the period of suspension, or in the case of withdrawal of recognition, the PEMC will make arrangements for other Certification Bodies to carry out the work in order to safeguard, to the maximum possible assessment extent, the position of certified companies, organisations, distributors and others.

Commission Electrotechnique Internationale
International Electrotechnical Commission
Международная Электротехническая Комиссия

Mr J Blanc
Secretary ISO/CASCO
ISO Central Secretariat

Date: 1993-04-13

Reference: CASCO/CAG
PCA

Dear Jacques,

Draft-Outline for an IEC Scheme for
Accreditation of Quality System Registration Bodies

At the request of the IEC Policy Group on Conformity Assessment (PCA) I am submitting to you herewith the above draft outline, together with a comparison between it and the BSI "peer evaluation of certification bodies" document, with the request that you kindly ask the CASCO/Chairman's Advisory Group to consider this material during its 1993-04-30 meeting in connection with "implementation of (ISO) Council resolution 28/1992."

I take this opportunity to mention that the IEC General Secretary may wish to be present for the discussion of this subject, if the CASCO Chairman would have no objection.

With kind regards,

Yours sincerely,

Richard Kay
Secretary PCA

c.c. Mr RD Flanders
Mr FK Kitzantides
Dr CAG Simons
Mr BI Folcker

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IEC SCHEME FOR ACCREDITATION OF QUALITY SYSTEM REGISTRATION BODIES

DRAFT - OUTLINE FOR AN

Introduction - Reciprocity in the international acceptance of quality system registrations will be enhanced by an international system for accreditation of registrars. Such a system is necessary to permit individual registration bodies to agree on the acceptance of each other's quality system assessments. Since the assessment of capability is of concern to each party entering into a bilateral or multilateral agreement, it follows that any scheme should, as a primary assessment tool, utilize peer evaluation as the system for establishing international acceptance of quality system certifications.

Purpose - To facilitate international trade and to provide convenience for suppliers and other users of electrical and electronic equipment and components in obtaining quality system registrations, an international recognition scheme is proposed to be established by the IEC.

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Introduction - Reciprocity in the international acceptance of quality system registrations will be enhanced by an international system for accreditation of registrars. Such a system is necessary to permit individual registration bodies to agree on the acceptance of each other's quality system assessments. Since the assessment of capability is of concern to each party entering into a bilateral or multilateral agreement, it follows that any scheme should, as a primary assessment tool, utilize peer evaluation as the system for establishing international acceptance of quality system certifications.

Purpose - To facilitate international trade and to provide convenience for suppliers and other users of electrical and electronic equipment and components in obtaining quality system registrations, an international recognition scheme is proposed to be established by the IEC.

The scheme is based upon the principle of a single IEC mark for a manufacturer's quality system registration to the ISO 9000 standards. Combined with the IEC mark would be an identifier for the registrar that assessed the registered firm. The IEC mark would provide evidence to customers worldwide that the registered firm was assessed and registered by a registrar accredited on the basis of IEC requirements.

In order to provide such evidence, registrars and national accreditation bodies may participate in the IEC Scheme.

Management - The Scheme is managed by a Management Committee (MC) reporting to the IEC Council consisting of delegates appointed by the IEC National Committees of each participating country.

> Note: The PCA should consider consolidation of all present Management Committees (IECEE, IECQ) into one management body on conformity assessment to operate the various IEC Schemes.

Administration - The Scheme is administered by the Committee of Registrar Bodies (CRB) reporting to the MC. The CRB is responsible for the supervision and uniform application of the Rules of the Scheme and for the coordination of the recognition of national accreditation bodies or registrars. There shall be only one Member Body of the CRB per country who is a registrar.

Accreditation Criteria - The criteria to be used for accreditation of registrars or national entities engaged in the accreditation of registrars should incorporate the requirements of applicable regional/international documents (i.e. ISO/IEC Guides 40, 48, EN45012, ISO 10011).

Examination Team - An international team assembled by the CRB and comprised of auditors from participating national accreditation bodies and participating registrars shall be established to determine that all candidate members of the Scheme comply with the CRB requirements. Members of the examination team shall comply with the criteria of ISO 10011 and must demonstrate their compliance to the CRB.

Process - There will be two procedures, one for registrars and one for national accreditation bodies.

A. Accreditation of Registrars

A registration body may apply directly for accreditation by the IEC Scheme. The CRB Office performs the initial evaluation of that application to determine whether the basic criteria for possible accreditation have been met. Upon successful initial evaluation the CRB forms an examination team consisting of two or three qualified auditors to conduct an examination at the registrar's offices of main facilities and to observe the

registrar conducting an actual company audit. Upon completion of the examination the examination team prepares a report including a recommendation for granting or withholding accreditation.

Any corrective actions agreed to during or after the audit are evaluated by the team.

The report is submitted to the CRB members for action. The CRB makes a recommendation to the MC on accrediting the registrar. If accreditation is granted a certificate is issued to the registrar.

B. National Accreditation Body

A national accreditation body may apply for recognition within the IEC Scheme. The CRB performs the initial evaluation of the application to determine whether the basic criteria for possible accreditation have been met. Upon successful initial evaluation CRB forms an examination team consisting of two or three qualified auditors. The national accreditation body will be examined by the examination team to ensure that proper procedures are in place and being followed (currently under preparation by ISO CASCO WG #8). Upon receipt of the examination report and recommendation of the examination team, the CRB will act on the recommendation and recommend to the MC the admittance or denial

of admittance of the national accreditation body to the IEC Scheme. The MC will act upon the recommendation of the CRB.

It is the responsibility of the national accreditation body to ensure that all registrars accredited by the national accreditation body meet the IEC criteria. If any registrar accredited by the national accreditation body is found not to meet the IEC requirements, then the national accreditation body may be suspended from participation in the IEC Scheme.

For both procedures A and B, accreditations are valid for four years. Surveillance audits are conducted after six months and then on the first, second and third anniversaries of the initial accreditation. A complete reassessment is required every four years. Additional follow-up audits may be required, as determined by CRB.

A directory of accredited registrars and national accreditation bodies is published and made available on a quarterly basis.

Finance - The Scheme shall be self-financing and derive income from annual dues or from other sources approved by the MC.

Comparison between IEC (EK Klitzschriften) System and ISO (QS11) Proposal

Comparison between IEC (FK Kitzantides) System and ISO (BSI) Proposal

	IEC (FKK)(AQSRB)	ISO (BSI)(PECB)
Purpose	To facilitate international trade based upon issue of a single IEC mark (on the letterhead) to ISO 9000 stds and the identifier for the registrar that inspected the facility.	Peer evaluation quality assessment procedures so that participating bodies have recognized competence to carry out QMS. Reciprocity is a matter of individual bodies to agree and not part of the system.
Participation	Either national accreditation bodies or registrars.	Certification bodies. (CB) (appears to mean only registrar org. responsible for all procedures leading to QMS Certif to ISO 9000).
Requirements	N/A	Specified
Management	Management Committee consisting of delegates appointed by National Committees from each participating country.	Peer Evaluation MC composed of Chairman, Secretary elected by the founder participating CBs and six national members. There is no re-election of Secretary. Apparently a permanent seat.
Administr.	CARB - Committee of Accreditation Registrar Bodies reporting to MC, responsible for supervision and uniform application of the Rules. Membership one/country, not manufacturers.	Details about duties and responsibilities of Chairman, Secretary PEMC. The Secretariat arranges for audits, submits recommendations to MC for recognition, coord. activities between CBs. WG's may be established.
Accreditation Criteria	ISO/IEC Guide 40, 48, EN 45012, ISO 10011 (QS auditing)	same
Audits	This will have to be developed. Members of examination team shall comply with ISO 10011 and demonstrate their compliance to CARB.	Section 8 - Details about criteria the applicant must meet. Employ auditors meeting ISO 10011-2, Statement of compliance of CB; resources, Guidance documents etc.
Examin. of applications	Two processes - A National Accreditation Body (more than one) B Registrar	One process

Both A and B are found in IECEE 02	A - Body is examined by examination team comprised of auditors from NAB and participating registrars to insure proper procedures are in place (currently under preparation by CASCO WG 8). NAB is responsible to insure all registrars accredited by it meet IEC criteria. If not, they are suspended. B - CARB Office (Secretariat) performs initial evaluation. If successful, an exam team is composed of 2 or 3 qualified auditors who conduct rigorous examination at registrars offices and also observe the registrar conduct an actual audit. Confidential report is prepared. Any corrective actions are discussed with applicant. A recommendation for action is made to MC.	All PEMC members inform Secretary if they have objections to application. The Secretary sends to PEMC for approval the names of 3 (or 2) CBs to form an Exam Team consisting of one rep. from each of the 3 (or 2) CB's chosen and may be assisted by support staff. More details about the procedure which also involves visits to manuf plants registered. Similarities about the reporting and decision. The Exam team's unanimous recommendation for approval is sent to Chairman of PEMC.
Maintenance and validation	Accreditations are valid for 4 years. Surveillance audits are conducted every 6 months and on 1st, 2nd and 3rd anniversaries - Additional follow-up as required by CARB. Procedures in more detail will need to be developed.	Every two years each CB provides written report that no changes to the procedures were made, or an amendment, if the changes are small; the number of certified companies, organizations and frequency of surveillance visits. Every 2 years PEMC shall conduct an examination per clause 8.
Changes	N/A	Specifies conditions for changes
Suspension or withdrawal	A complete reassessment every 4 years. More detailed procedures will need to be developed using IECEE model including appeals procedures.	If deficiencies are not corrected an exam team may reassess applicant. Recognition may be withdrawn. A CB has the right to appeal.
Directory	Published and made available on a quarterly basis.	(Not mentioned, but ISO now publishes a Directory of Quality System Registration Bodies).
Finance	Self financing based on annual dues and other sources approved by MC.	Not mentioned

Question Has the BSI proposal been reviewed by NACCB (UK Accreditation Body)? This appears to circumvent national systems of accreditation which are now being instituted to provide assurance of competence of the registration bodies.

ANSI
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April 14, 1993

M. Jacques Blanc
Secretary of ISO/CASCO
ISO Central Secretariat
Case Postale 56
CH-1121 Geneva 20, Switzerland

Dear M. Blanc:

Re: ANSI (U.S.A.) Contribution Regarding
Implementation of ISO Council Resolution 28/1992
(Reference Documents ISO/CASCO 198 and 216)

ANSI is pleased to provide this contribution on the referenced subject and requests that it be made available for consideration in the CASCO activities involved in the preparation of the CASCO report to ISO Council. Development of this contribution has been coordinated by the ANSI Board of Directors Board Committee for Conformity Assessment (BCCA) for which I serve as Chair. The coordination involved ANSI committees having an interest in conformity assessment and in particular the International Certification Subcommittee (ICS) chaired by Edna B. Jacques.

1. The ANSI Board of Directors, in September 1992, adopted a position of recommending that the ISO/IEC investigate the establishment of an international system for the accreditation of registrars or national entities engaged in the accreditation of registrars for the purpose of bringing about a cohesive and harmonized system for quality registration using the current recognition initiatives as a basis for such program, where appropriate.

2. Consistent with that part of the ANSI Board resolution of 1. above that references an international system for accreditation of national entities engaged in the accreditation of registrars, ANSI submits the attached document entitled "ANSI-USA Proposal, An International System for Accreditation of Quality System Registration Bodies, Product Certification Bodies and Laboratories."

This proposal, developed by the ANSI ICS, notes that much of the infrastructure, principles and benefits also apply to the areas of product certification and laboratory accreditation. It also recommends that the requirements for quality system registration, product certification, and laboratory accreditation be considered in parallel by CASCO when addressing an international system

concept in order to achieve an efficient system infrastructure utilizing common functions for these areas of conformity assessment.

3. ANSI notes that the work underway in the IEC Policy Committee on Conformity Assessment (IEC/PCA) to consider the establishment of an international system for accreditation of quality system registration bodies is based on the experience gained from the IECEE and IECQ systems. This approach is consistent with the ANSI Board resolution of 1. above in that it provides for either accreditation of registrars or national entities engaged in accreditation of registrars. ANSI expects that the IEC/PCA proposal will be submitted by the IEC to CASCO as an input to the development of the CASCO report to ISO Council to be addressed at the CASCO meeting May 4-5, 1993.

ANSI recognizes that there may be unique requirements in the electrical/electronic sector, and probably other industry areas, and recommends that CASCO strive to identify those elements and mechanisms that could be incorporated in a single comprehensive international system to serve the needs of all sectors. This would be desirable to avoid expenditure of international resources to implement and support two separate international systems, avoid a complexity in the process of achieving equivalency of accreditations across two separate systems, and avoid potential duplication of fees and other costs which affected registrars must ultimately pass on to their supplier clients.

4. ANSI has reviewed the BSI proposal, "Peer Evaluation by Certification Bodies," and provides the following observations for consideration.

- The positive aspects of a peer group evaluation process at the registrar level identified in ISO/CASCO 198 need to be further evaluated and confirmed before acting on this proposal.

- Existing infrastructures and current recognition initiatives associated with national accreditation bodies and with existing international systems may be the fastest and best routes for CASCO to consider.

- It is suggested that CASCO consider whether peer evaluations by registrars would be as effective or as credible as third-party accreditations of registrars.

It is hoped that this contribution by ANSI is helpful to CASCO. ANSI's representatives are planning to participate in the upcoming CASCO ad hoc group meeting and workshop to further assist CASCO in this activity.

Sincerely,

C. Reuben Autery (ssa)

C. Reuben Autery
Chair, ANSI Board Committee for
Conformity Assessment

Attachment

cc: M. Peralta
President, ANSI

G. T. Willingmyre
Vice President, ANSI

S. P. Grieco
Chair, ANSI Accreditation Committee

E. B. Jacques
Chair, ANSI International Certification Subcommittee

R. H. Reimer
President, U.S. National Committee of the IEC

L. L. Wills
Chair, ANSI International Advisory Committee

1993-04-13

ANSI-USA PROPOSAL

An International System for Accreditation of Quality System Registration Bodies

BACKGROUND

Responding to the ISO/CASCO 198 invitation for national comments regarding ISO Council resolution 28/1992, ANSI acknowledges the need for an international system for recognition of all conformity assessment activities. This includes accreditations of product certification bodies, laboratories and quality system registration bodies.

This proposal concentrates on accreditations of quality system registration bodies (registrars) since Council resolution 28 asked for emphasis on this point.

However, ANSI strongly recommends that consideration of a system for accreditation of registrars be followed immediately by consideration of mutual recognition requirements for other conformity assessment activities, concentrating on product certification and laboratory accreditation. This will facilitate the design of an infrastructure that can more efficiently utilize common functions for all areas of conformity assessment.

INTRODUCTION

The need for an international system for accreditation of registrars is urgent because international trade is increasingly dependent on assurances that suppliers employ appropriate quality systems. Where the system of assurance employs third-party registration of quality systems, there should be no need for a supplier engaged in international trade to have its quality system registered in each country in which it trades. Registrations meeting the requirements for acceptance should be seen as equivalent from one country to another.

As the Council charge to CASCO recognizes, a key element of the assurance necessary for international recognition of registrations is the accreditation of the registrars involved. But to be meaningful, these accreditations must themselves be seen as being equivalent, regardless of the source of the accreditation.

A system for providing the required international assurance of equivalence of accreditions will expedite and facilitate the

realization of global markets. Equivalent accreditation systems would serve as an equalizer, as well as a provider of checks and balances for all participants, regardless of their size or dominance in any particular arena or market.

An international accreditation system for quality system registration activities must be responsive to international needs and must not be limited to the perspective of any one country or region.

Ideas for the new accreditation system must be considered on their own merit as they relate to international market requirements.

The accreditation system must be perceived as being an "open system", so that all who wish to have access to the benefits of the system can do so.

SYSTEM CONSIDERATIONS

The proposal which follows describes the basis for such a system for assuring the equivalence of accreditations, taking advantage of the experience gained with existing accreditation systems.

In an ideal international accreditation system each country would have a national accreditation system and a national accreditation body (NAB). All of these NABs would operate independently under the same criteria, interpreted in the same way, so that resulting registrations by accredited registrars in each country would be equivalent.

In the real world, however, it is unlikely that NABs which operate completely independently of one another will produce equivalent results. But a properly functioning international system of mutual recognition among all of the NABs could provide a basis for confidence in the equivalence of their accreditations, and therefore confidence in the equivalence of registrations made by those registrars which are accredited by the various NABs.

Such a system of mutual recognition among the NABs would be based on:

- Internationally agreed criteria for accreditation;
- Mutual acceptance by the NABs of each others' policies and procedures;
- Demonstration by each NAB of its operation in conformance to its policies and procedures;

- Demonstration of achievement of equivalence of accreditations among the NABs;
- Routine surveillance of each NAB;
- Discourse among the NABs on issues which affect the system.

Although each NAB could use this system to develop confidence in the equivalence of other NABs on a bilateral basis, such a system would soon become impractical because of the number of evaluations of other NABs which each participating NAB would have to make. Therefore, a system is needed in which a single evaluation of an NAB is carried out according to internationally developed rules and procedures, and the results of that evaluation are accepted by all participating NABs.

PRINCIPLES

Following are the principles under which such a system would operate.

Upon application by an NAB for admission to the mutual recognition agreement system an international audit team would be appointed by the system's steering committee. Members of this ad hoc team would be selected from each of a number (perhaps three) of NABs already participating in the system. This audit team would evaluate the candidate NAB's documented policies and procedures, its conformance to these policies and procedures, and the effectiveness of their implementation in meeting the internationally agreed criteria for accreditation bodies.

After writing its report the audit team would be disbanded. (The team leader may be asked for clarifications of the contents of the report during the subsequent consideration of the report.)

The report prepared by the audit team would be considered by a recognition committee made up of representatives from the NABs already participating in the mutual recognition agreement. This recognition committee could be a standing committee, or it could be an ad hoc committee appointed by the system's steering committee, or it could be the steering committee itself. In any case, members of the recognition committee which considers a given application for recognition would come from NABs different from those NABs which supplied members of the audit team. The decision to grant or deny recognition to the candidate NAB would be made by the recognition committee on behalf of all NAB participants in the mutual recognition system.

To provide ongoing assurance that participating NABs continue to operate in conformance with the system requirements, surveillance of each NAB in the system would be routinely conducted every two

years. The surveillance process would be similar to the initial evaluation and acceptance process, except on a reduced scale.

The mutual recognition system would be administered by a steering committee made up of representatives of the participating NABs. Initially, the steering committee would include a representative from each NAB participating in the mutual recognition system. As the system grows, the size of the steering committee would be frozen. NAB membership on the steering committee would then rotate, so that every NAB would, at some time, have a seat on the steering committee.

The system could function either under ISO, much like a Council committee, or completely separate from ISO.

A registrar located in a country without an NAB would need a means of achieving accreditation in order to provide the needed confidence in the equivalence of the registrations which it issues. To meet this need, another country's participating NAB could volunteer to undertake registrar accreditations in such a country, or the steering committee could assign one of the participating NABs the responsibility for such an accreditation.

ADDITIONAL CONSIDERATIONS

This proposal has only outlined the principles for an international system for mutual recognition of accreditation of registrars. Development of the system based on these principles must take into account other aspects, such as:

1. Makeup of the group which develops the system;
2. Process for creating the system;
3. Identification of existing or needed standards/guides;
4. Criteria for participation in the system;
5. Procedures for operating and maintaining the system;
6. Organization;
7. Responsibilities;
8. Sources of financial support;
9. Decision on use of a system accreditation mark;
10. Means of publicizing the system and its membership.

1993-04-13

BENEFITS

Development and implementation of a system based on the principles in this proposal would:

1. Establish an international network of harmonized accreditation systems to provide confidence in the equivalence of registrations made by registrars in different nations;

2. Provide the benefits of recognized accreditation to registrars in all countries, even in those countries which have no NABs;

3. Benefit from and take advantage of the experience of established accreditation bodies;

4. Provide a framework for the extension of the system of mutual recognition to additional NABs, as those bodies develop.

END

REPORT FROM THE CHAIRMAN OF CASCO WG 8 "ASSESSMENT OF CERTIFICATION BODIES"
(Agenda item 10)

CASCO WG 8 met on 28-29 April 1993. The group noted its task assigned at last year's CASCO meeting:

- To develop a draft on general requirements for operation and recognition of accreditation systems for certification bodies/programmes;
- To revise ISO/IEC Guide 40 "General requirements for the acceptance of certification bodies" and related Guides 27 and 28 to serve as criteria documents for assessments;
- To give particular attention to a draft on criteria and procedures for the accreditation of organizations registering quality systems.

As part of its meeting, the group reviewed three draft documents and addressed two discussion topics.

The three documents were reviewed in detail and will be completed and submitted very shortly to the CASCO Chairman for circulation to CASCO members for comments. These three drafts cover:

- Certification or registration body assessment and accreditation systems – General requirements for operation and recognition;
- General requirements for the acceptance of bodies operating quality system registration;
- General requirements for the acceptance of certification bodies.

The first is proposed as a new guide; the second and third are proposed to succeed ISO/IEC Guide 40:1983 "General requirements for the acceptance of certification bodies and ISO/IEC Guide 48:1986 "Guidelines for third-party assessment and registration of a supplier's quality system".

The group briefly discussed mutual recognition and the use of the forum as a mechanism for information exchange. The group noted the CASCO Chairman's decision to address the ISO Council Resolution 28/1992 in an ad hoc group and decided to remain on alert for the potential assignment of additional tasks resulting from decisions taken by CASCO in this respect. The group also acknowledged the redirection of the initially planned forum, which has now been structured as a workshop, scheduled for 3-4 May 1993, to provide background information useful in dealing with Resolution 28/1992. Finally, the group noted the establishment of the International Accreditation Forum (IAF) and hoped its participants would give consideration to its relationship to ISO.

The working group plans to meet for two days, in conjunction with other groups, around the end of the year.

CASCO AD HOC GROUP "ISO/IEC CODE OF GOOD PRACTICE FOR CONFORMITY ASSESSMENT"

(Agenda item 11)

The ad hoc group was set up in response to ISO Council resolution 18/1992. This resulted from consultations within the ISO and IEC executive committee in Madrid, October 1991, and the preparation, within IEC, of a first draft which the IEC General Policy Committee agreed should be further processed by CASCO. The task of the ad hoc group is "to prepare, with the usual participation of IEC, a draft ISO/IEC Code of Good Practice for Conformity Assessment in connection with the revision of ISO/IEC Guide 16, with a view to its submission to the ISO and IEC Councils as soon as possible for approval, taking account of existing relevant provisions within GATT in order to avoid any contradiction or overlapping".

The members of the group are: Mr. P. Elrington (United Kingdom), Mr. B.I. Folcker (Sweden), Mr. L. Tronel (ECE/STAND Coordinator, France), Mr. G. van Voorbergen (Netherlands) and two more experts, from Singapore and the USA, to be appointed. *Ex officio* members are Mr. O. Archer (CASCO Chairman), Mr. R. Eglin (Director, GATT/TBT), Mr. R. Kay (IEC Central Office), Mr. E. Stackelberg (ECE/STAND Secretariat) and the CASCO Secretary. The Chairman of the group will be designated after consultation with the ISO and IEC Secretaries-General.

The first meeting of the group is planned to take place in Geneva on 27 April 1993, following which an interim report will be presented at the CASCO meeting.

ISO/CASCO 215
February 1993

[Agenda item 12.1]

PROVISIONAL PROGRAMME OF THE ISO/CASCO WORKSHOP ON CONFORMITY ASSESSMENT RECOGNITION – GENEVA, 3-4 MAY 1993

The event will open on Monday 3 May 1993 at 09:30 and close on 4 May 1993 around noon. It will be followed by the annual meeting of ISO/CASCO (4-5 May 1993). The aim will be to bring together representatives of accreditation and certification bodies and their regional groupings, as well as clients of certification bodies, for the discussion of current issues, notably with respect to mutual recognition.

In response to urgent demand from suppliers and users of certification, registration and accreditation services in all countries - and notably in developing countries, ISO Council has requested ISO/CASCO to present a comprehensive report on means to promote and achieve mutual recognition of conformity assessment activities, with special urgency given to a study of the possible establishment of an international mechanism to accredit quality system registration bodies, or otherwise support mutual recognition of the results of their work.

Mutual recognition of quality system assessment and registration services is currently achieved through bilateral agreements. However, extending such agreements to the international level may be a cumbersome process, not easily understood by suppliers, nor responsive to their needs, which include unrestrained recognition of their achievements. The national accreditation of registration bodies is an element that may, indirectly, facilitate mutual recognition between these bodies but, while there are developed accreditation systems operating in a number of countries, they are not available to all certification bodies, and may not cover all areas of conformity assessment. Furthermore, accreditation obtained by a certification body in one country may not be recognized internationally.

On a more general basis, conformity assessment of products, based upon national or international product standards may not be recognized in other jurisdictions. In this connection, the experience of operating the IECQ and IECEE systems, and the experience in the mutual recognition of laboratory accreditation activities might provide useful models for other product areas to gain mutual recognition of the validity of the process.

While there are developments at regional levels in all these aspects, international activity is required to truly assist trade between all ISO members. Although supportive of these processes, ISO has not considered, so far, the direct establishment of programmes under which some form of mutual recognition could be achieved. Its activity, in cooperation with IEC, has been limited to studying how to promote convergence between national practices and permit third-party bodies to gain confidence in one another's undertaking

These studies, which are preliminary to exploring approaches to mutual acceptance of conformity assessments, either bilaterally or within an international framework, resulted in such documents as ISO/IEC Guide 48 "Guidelines for third-party assessment and registration of a suppliers' Quality system", and ISO 10011"Guidelines for auditing quality systems", prepared by ISO/TC 176. This workshop is intended to help the above studies and explore ways in which a response could be given to the demands placed upon CASCO in this area.

Provisional programme

Chairman of the workshop: Mr O. Archer (Australia), Chairman of ISO/CASCO

09:30 Opening by the Chairman; welcoming address by the ISO Secretary-General

09:50 **Session A – Setting the scene**
Session Chairman: Mr. R.V. Navarrete, Chairman of ISO/DEVCO

10:00 (1.) The overall situation – The need for worldwide recognition of conformity assessment bodies (Speaker: Mr. T. Nash, U.K.)

10:30 [break]

11:00 (2.) The overall relationship between laboratory accreditation, quality system registration and product certification (Speaker: Mr. F. Kitzantides, USA)

11:30 (3.) The needs of developing countries (Speaker: Mr. A.S. Bhullar, India)

12:00 Discussion of Session A

12:30 [lunch]

14:00 **Session B – Mutual recognition in practice**
Session Chairman: Mr. J.R. Beyreis (USA)

14:15 (4.) Agreements between laboratory accreditation bodies (Speaker: Dr. J.H. Garside, New Zealand)

14:45 (5.) The IEC experience (Speaker: Mr. B.I. Folcker, Chairman, IECEE)

15:15 [break]

15:45 (6.) The European experience (Speaker: Dr. I. Dunstan, Past-Chairman of EOTC)

16:15 (7.) National case study (Speaker: Prof. A.C. Waszink, Netherlands)

[End of first day]

09:00 **Session C – Mutual recognition in future**
Session Chairman: Dr. C.A.J. Simons, IEC

09:15 (8.) Cooperation among accreditation bodies in general (Speaker: Mr. J. Hulbert, Australia)

10:00 [break]

10:30 (9.) Peer evaluation of quality system registration bodies (Speaker: Ms. Z. Patir, Israel)

11:00 (10.) Myth or reality? – Questions from the floor

12:00 **Summing up** and close of the workshop

Note – The half-day sessions will consist, essentially, in the presentation of papers, followed by discussion from the floor. The conclusions of each session and the summing up will be discussed at the CASCO meeting the following day.

PROPOSED ISO/CASCO REPORT IN RESPONSE TO COUNCIL RESOLUTION 28/1992

[Agenda item 12.2]

Council resolution 28/1992 (reproduced in document ISO/CASCO 195) asks CASCO to submit to Council as soon as possible but not later than May 1993 (i.e. right after the CASCO meeting) a comprehensive report, taking account of activities in other organizations, on its studies of means to promote and achieve mutual recognition of conformity assessment activities, with special urgency given to a study of the possibility for an international system for accreditation of quality system registration bodies to be established.

The CASCO Chairman has invited a small number of advisers to help him outlining the proposed report, with a view to presenting a draft for discussion at the forthcoming CASCO meeting. The usual format of such a report would start with a brief review of background at current state of affairs, including information on activities in other fora and the perceived role of the ISO/IEC system in setting forth international guidelines.

Depending on the outcome of the present consultations and feedback from interested circles, the report could then present recommendations on a series of options, starting from the simplest (*for example voluntary declarations of compliance based on a common model, without any central management and administration*) to the most complex (*such as a full-fledged international accreditation system*).

Material available for drafting the report will originate from such sources as:

- the work of ISO/CASCO WG 8 "Assessment of certification bodies",
- the comments made on the BSI paper on peer evaluation referred to in document ISO/CASCO 198,
- a Central Secretariat input based on the ISO 9000 Forum experience,
- possible input from IEC/PCA and from member bodies,
- a tutorial on mutual recognition, by Mr. L. Tronel, AFNOR (copy attached herewith), in which are included relevant extracts from Chapter 8 "Mutual recognition agreements" of the ISO/IEC book *Certification and related activities* (1992).

The above variety of input reflects the fact that action could take place at different levels: at the users' level one could aim, as a starting point, at voluntary declarations, by registration bodies, that they meet certain criteria (guides or standards for certification bodies, audits and auditors). The next level would be that of bilateral agreements between certification bodies, which could develop into multilateral recognition agreements involving such mechanisms as peer evaluation. Then would come a similar process for acceptance between accreditation systems and mutual recognition of the results of their work.

The draft report outlined above will be circulated as soon as available, for discussion under this agenda item.

Annex

AFNOR
L. TRONEL

2 FEBRUARY 1993

MUTUAL RECOGNITION AGREEMENTS

WITHIN

ASSESSMENT AND ATTESTATION OF CONFORMITY

A tutorial

1 - General

Trade is often hindered by the fact that parties involved do not attribute the same value to test reports, quality certificates, and the like that are used by suppliers. This often results in a barrier to trade or in repetition of testing and/or multiple assessements.

Trade barrriers also exist when a supplier cannot, e.g. on account of protection of markets, apply for the test report, certificate, registration, or mark of a particular body he thinks will fit best to approach potential buyers in the market of his choice.

Mutual recognition agreements can help to alleviate some of these trade barrier problems.

"Mutual recognition", as it is generally understood , is the magic formula by which bodies assessing and attesting conformity, namely the testing laboratories/inspection bodies/certification bodies/accreditation bodies, create the necessary confidence, with the customers in different countries, that their reports/certificates have the same value regardless of the home country of the issuing organisation. The need for repeated testing, inspection, certification, accreditation is thereby avoided.

When discussions go into further depth, it becomes clear that the concept behind that "Mutual recognition" is not clearly defined, and different people mean different things. The implementation of such concepts in regulated sectors is linked to "acceptance" procedures and will be considered specifically.

2 - Type of agreements

Mutual recognition agreements can embrace the work of testing laboratories, inspection bodies, certification bodies or accreditation bodies.

It should be noted that although the above bodies can effect mutual recognition agreements, they cannot guarante acceptance of products in the market-place, or by government, or by other authorities in importing countries.

Distinctions between mutual recognition agreements can be made according to different points of view, such as :

- the subject related to : products, quality systems, services, ...

- the number of participants : bilateral or mutilateral agreements,

- the geographical teritory involved : national, regional or international agreements,

- the obligations resulting from the agreements.

Agreements on mutual recognition may differ in th extent to which they lay binding obligations on the signatories to the agreement. In relation with binding obligations a distinction must be made between subcontracting and these agreements. Subcontracting is an operation whereby a body will have part of his own work carried out by another body (the subcontractor) within clearly specified limits, laid down in a contract and within its reponsibility. In return for the work, the subcontractor receives payment.

3 - Basics concepts

3.1 Mutual confidence, a prerequisite

Mutual confidence between signatories of an agreement is a prerequisite. Therefore, before concluding a mutual recognition agreement, adequate technical competence of the bodies concerned must be demonstrated. In this regard, verified compliance, for instance through accreditation or peer reviews, with relevant ISO/IEC guides, has to be taken into account as a support of the mutual confidence. Some "basic" requirements to accelerate the process of obtaining confidence are :

- harmonized requirements of testing and inspection method to be employed,

- harmonization of the elements tested, inspected or assessed, that together make up the approval procedure,

- harmonized of the test, inspection, or assessment report format,

- harmonization of procedures for evaluation of the reports, resulting in a decision on approval or not,

- harmonization of the means used to communicate to involved parties a positive or negative result of the approval procedure (e.g. certificates, marks of approval),

- harmonized application procedures followed by the testing, inspection, and certification bodies involved,

- harmonization of accreditation procedures,

- harmonized methods of evaluation of personnel,

- harmonized methods of evaluation of measurement facilities and calibration of test equipment,

- harmonized methods of control of environmental test conditions.

In order to reach the required confidence, it may be advisable to set up mutual recognition agreements step by step. ISO/IEC Guide 42, Guidelines for a step-by-step approach to an international certification system, contains some guidelines in this matter.

3.2 Recognition and acceptance

There are two related concepts which are not interchangeable and which need to be distinguished through the use of different terms.

- recognition concerns the services performed by testing laboratories, inspection bodies, certification bodies and accreditation bodies. It presupposes mutual confidence based on technical and procedural harmonisation, and its subject is mainly the equivalence of the "results" of those services : test reports, certificates, accreditation documents, ...

- acceptance concerns the trust in the results of those services. It is performed by parties who ask for them and who use them for some purpose. Accordingly, for ISO/CASCO, acceptance means "acceptance of adequacy for stated purposes of the acceptor".

Within recognition arrangements, there are binding processes based on acceptance : In such arrangements, the signatories are users of the services they recognise .

Briefly speaking, mutual recognition covers a wide range of situations where the binding effects between the parties have effect or not on shared liability.

3.3 Recognition arrangements

The ISO/IEC guide 2 defines a "recognition arrangement" in the context of acceptance :

recognition arrangement: Agreement that is based on the acceptance by one party of results, presented by another party, from the implementation of one or more designated functional elements of a certification system.

NOTES
1 - Typical examples of recognition arrangements are testing arrangements, inspection arrangements and certification arrangements.
2 - Recognition arrangements may be established at, for example, national, regional or international level.

Document ISO/CASCO 193 Rev. (a rearrangement of relevant sections of ISO/IEC Guide 2) adds a third note to this definition. Its purpose is to draw attention on the importance of having a real use of the recognized services :

3 - An agreement limited to declaration of equivalence of procedure without acceptance of results does not meet the above definiton.

4 - The "technical level" and the "acceptance level"

The following discussion is concerned with functions and not with organisational structures. With respect to functions it should be noted that there is a significant difference between the issuance of a report or certificate and the action of an authority, a certification body or a purchaser in deciding to decide to accept a product on the basis of a report or certificate. This leads to a fundamental division of the described activities according to two basic levels, the technical level and the acceptance level :

- the technical level, to which testing laboratories, inspection bodies, certification bodies and the bodies which administer accreditation systems belong. Such bodies are considered at this level as producers of services.

- the acceptance level, to which belong those bodies which use conformity assessment reports as a basis for their decision whether or not to accept a product (e.g. governments, authorities, certification bodies, purchasers or other users of test reports).

It must be underlined that some bodies (such as certification bodies) may be active at both levels. For example, in providing its own services, a certification body may accept data (tests reports, inspection reports) produced by other bodies.

5 - Parties and actions involved in "mutual recognition"

5.1 Testing laboratories

5.1.1 "Mutual recognition of competence"

The usual meaning of the term is that the test reports produced by the group of laboratories considered are equivalent. This is declared by the laboratories themselves. To the laboratory clients and the "user" of the reports, this means that the levels of competence - technical and otherwise - are equal, and that therefore it makes no difference which of the laboratories performs the testing and issues the report. The buyer of the product should therefore have no reason to prefer one or the other laboratory as issuer of the report. (The product supplier – the client of the laboratory – may of course have preferences because of pricing, location or any other factors, such as the force of habit....).

It should be noted that, normally, the responsibility for the report is borne only by the issuing laboratory, and the other laboratories would not (in general) be prepared to share liability even when signing a statement saying "This report is a good as my own reports".

5.1.2 **"Mutual recognition of test reports"** is a not an adequate term if the recognition in fact concerns the service (equal capability and recognition by the laboratories themselves) and not the reports (acceptance of the results either by the laboratories or by the certification bodies).

The term is adequate, for example, when a group of certification bodies, as users of test results, recognize and accept test reports (test results) issued by another identified group of testing laboratories. The prerequisite is that the competence of the participating laboratories has been recognized by the certification bodies using their services.

5.1.3 The above examples show that confining "mutual recognition" to the sole recognition of equivalence of competence, leads in fact to deprecating a useful concept. It seems better to accept, and explain, the different possible implications and effects of "mutual recognition" .

5.2 Certification bodies

Improving the coordination between certification bodies is not only a technical issue but also a commercial one. Bodies complying with the guides or standards relevant to their activities may have different commercial objectives, since they may be :

- nationally or internationally oriented

- non-profit or profit making organizations

– non consulting as opposed to consulting

– operating within broad scopes as opposed to small scopes

Mutual recognition in the certification area is subject to the same reasoning as mutual recognition in the testing area. In general, therefore, a "mutual" recognition agreement signed by certification bodies means that a group of certification bodies have agreed that their certificates are of equal value. One way of indicating this, which is already in use, is to have a common register of all certificates issued by a particular group.

In some countries, public authorities or major buyers do not aknowledge or accept an equivalence of certificates unilaterally declared by the producers of the services alone so there may sometimes be a need for repeated certification by different bodies. Hovewer, certification may be repeated without duplication of tests or factory inspection on account of provisions which allow direct use of such functional elements of a certification system, when provided by other members of the group.

Even nationaly accredited, certification bodies have significant differences in their activities, so that the possibility of mutual recognition may be limited.

In the field of quality system certification, the links between certification bodies may be developped with the following steps :

1. Ignorance of the other body's certificates

2. Positive statement on the other body's activities and certificates

3. Cooperation level
   - 3.1 Performance of joint audits
   - 3.2 Exchange of information

4. Acceptance of the other body's certificates for the requirements of the ISO 9000 series regarding the quality assurance for purchased materials ("Purchasing" clause)

5. Unilateral statement of equivalence on the certificate of the issuing body

6. Issue, case by case, of an annex to the certificate, signed by both of the bodies , on the basis of the other body's certificate and report

7. Systematic issue of an annex to the certificate, signed by both of the bodies, on the basis of the other body's certificate

8. Issue, case by case, of a traceable certificate on the basis of the other body's certificate and report

9. Systematic issue of a traceable certificate on the basis of the other body's certficate

10. Issue, case by case, of a non-traceable certificate on the basis of the other body's certificate and report

11. Systematic issue of a non-traceable certificate on the basis of the other body's certificate.

5.3 Accreditation bodies

Agreement between accreditation bodies usually means that each party recognises the technical equivalence of accreditation systems operated by the other parties. Does it mean that they accept to grant their own accreditation to bodies accredited under the other systems as if they were directly accredited under their own ? Not yet, but it may be a further step in mutual recognition between accreditation bodies .

Today, accreditation has a very strong national connotation. In many countries, public authorities support accreditation as a national function : accreditation by a unique body, accrediting only national bodies. Some others consider that accreditation has to be open to the market, including the external one.

5.3.1 Accreditation of testing laboratories

A typical agreement is the "WELAC multilateral agreement". On the basis of the equivalence of the operation of the accreditation activities of the parties entering this agreement, each signatory will :

- recognise the operation of the other Systems by the accreditation bodies that are Signatories to this Agreement as equivalent to its own :

- recommend acceptance on an equal basis with those of its own accredited testing laboratories of the Test Reports and Test Certificates from the testing laboratories that are accredited by the accreditation bodies that are Signatories to this Agreement by all users in its own country ;

- promote the acceptance of Test Reports and Tests Certificates of accredited laboratories of Systems that are operated by the accreditation bodies that are Signatories to this Agreement by all users in its own country.

Furthermore, in the case of laboratories, the relative facitily with which national laboratory accreditation systems can expand and sign agreements based on recognition of the similarity of practices, depends greatly on the amount of confidence that can result from the use, by the laboratories, of joint test method. (adopted at national level, these methods are very often the reimplementation of

regional or international standards). It is therefore duly identified services (conducting tests on the basis of recognized methods) which give rise to accreditation. It can no longer be a matter of global recognition of competence in the field of testing : the national systems which had thought they could use such a global approach have changed their methods.

5.3.2 Accreditation of other bodies

In the case of accreditation of certification bodies, there are many possible procedures which differ greatly from body to body, from country to country. In this context, an accreditation which might concern the sole recognition of the competence of a body to manage certification procedures which are its own is not a sufficient element for bringing about a mutual recognition of such activities. In other words, recognizing the competence of a certification body by assessing the conformity of its quality assurance system with a reference system of the ISO 9 001 or 9 002 type is not a sufficient appraisal of the service rendered by the certification body.

6 - Actions and parties involved in acceptance

6.1 Test reports accepted by certification bodies

Currently a certification body only issues certificates based on test reports delivered a laboratory working "on its behalf" i.e. with which it has a special contractual relationship.

There can be no question of forcing a certification body to accept test reports from any laboratories other than those with which it has a special relationship as described under 5.1.2 : In such an agreement of mutual recognition of test reports signed by certification bodies, the rule of the game is that each certification body will accept any test report issued within the arrangement : all of the involved laboratories may work on its behalf.

6.2 Certificates and test reports accepted by the market

The market can meaningfully be subdivided into private and public procurers. In both cases the acceptance is in principle a voluntary act. However, commitment on the part of the government to base procurement on standards is a strong inducement to use the services of the recognition arrangements - i.e. to accept the certificates/test reports including the underlying "mutual recognition". The crux of the matter from the point of view of the certification bodies/laboratories, is whether the procurers will require certification/testing at all.

Acceptance by private buyers cannot be forced. The European Organization for Testing and Certification (EOTC) outght to play an important role in convincing them of the merits of mutual recognition. However, the EOTC participants cannot themselves meaningfully be said to accept reports or certificates (except in cases where they act as a buyer).

To talk about a "country" accepting reports and certificates makes sense only in the case of regulated sectors, including public procurements. The case of the regulated sector has to be analyzed separately since the meaning of "mutual recognition" in the regulated sector is different in nature and effects (see Annex).

6.3 Acceptance of accreditation

6.3.1 Accreditation accepted by public authorities

Until now, many agreements have been concluded without taking the technical issues into sufficient consideration : in some cases, possibly because noone dared to point to the fact that even a government laboratory or agency bas to prove its technical competence.

The extension of accreditation in the field of inspection and certification bodies is supposed to facilitate the drawing up of community legislation and to reduce the need for more arbitrary national designation, which can have a discriminatory effect against national bodies which cannot demonstrate their competence.

Today, a prerequisite for agreement on the "acceptance level" is the recognition of the technical competence of the parties involved. An agreement covering only "technical level" mutual recognition of the other party's technical competence is a basic step that should enable identification of bodies providing good technical services. The next step involves approval authorities which may select among recognized comptent bodies those that will be allowed to work on their behalf.

Under these conditions, one can quite legitimately question the appropriateness of such harmonized national accreditation structures for certification bodies, the effect of which could well reinforce, instead of reducing, the national connotation of the certificates, and complicate instead of facilitating, the setting up of cooperation mechanisms between bodies of different countries.

In Europe, the Commission has every intention to encourage more systematic recourse to the technique of accreditation by inviting Member states, wherever possible and appropriate, to notify for the purposes of EC legislation only those bodies which are accredited (to the EN 45-000 series) or those which can demonstrate by any other means that they conform to those standards or equivalent requirements.

6.3.2 Use of accreditation in agreements between certification bodies

Within a mutual recognition agreement, certification bodies act as "acceptance bodies" when they accept foreign data and take responsability for such data. This requires that both the requirement and the means of certification are harmonised between the countries concerned.

It is important to keep in mind that even in a given accreditation system not all accredited bodies are of equal capability. The differences may be recognised in the terms in which the accreditation is expressed in the certificate granted by the accreditation body. For example, a product certification body may be accredited without any inspection capacity because the relevant scheme is based only on type testing.

Therefore, the accreditation status of possible participants in a mutual recognition agreement may be insufficient to cover the level of competence and harmonization required for proper operation of the agreement.

6.4 Peer evaluation

At the present time, most recognition agreements between certification bodies have to organize their own multilateral assessment of the participants through so-called "peer evaluation". Such a channel would doubtless not preclude from having recourse to national means for auditing the bodies or relying on the national accreditation mechanism, if it exists and covers part of the needs.

The peer group evaluation process has a number positive aspects, among which :

- there are working models in IECQ and IECEE,

- minimum cost to establish,

- it could provide recognition where no accreditation systems exists,

- provides evidence to accreditation systems where required,

- reduces current extensive auditing between bilateral or multilateral mutual recognition partners,

- agreement between certification bodies is easier to achieve than between governements and accreditation systems,

- more rapidly meet customer needs for recognition of their certificates.

7. Items to be addressed in mutual recognition agreements

Mutual recognition agreements should contain :

- Identification of the signatories, and the individuals binding their organizations to the agreement,

- a statement on the legal status of each signatory,
- the scope of the agreement,

- requirements to be complied with by the signatories,

- surveillance of each other's work,

- handling of complaints and appeals,

- the liability of parties concerned, and possibly requirements on insurance,

- amendement or revision of the agreement,

- arrangements to maintain communication,

- confidentiality and security,

- duration of the agreement,

- a choice of the law of a country, or of a set of internationally accepted rules, that governs the implementation of the agreements.

ANNEX

"MUTUAL RECOGNITION"

The European Community's policy

The European Community's policy for the removal of technical barriers to trade is based on two guiding principles :

- where possible, mutual recognition of product legislation and standards and the means of assessing conformity to them, and

- where necessary, the harmonization of technical legislation through reference to Euroepan standards.

The preferred path is that of "mutual recognition", whereby Member States of the Community are required to accept on their territory products legally produced and/or marketed in other Members States, unless there are compelling reasons relating to the protection of human or animal health or safety, or the protection of the environment or the consumer, which require the imposition of technical specifications. The Commission has powers to challenge Member States which do not apply the principle of mutual recognition before the European Court of Justice, and the Court has in a series of judgements since 1979 tended to take an extensive view of the obligations of the Treaty in this matter. Individuals may bring to the Commission complaints concerning the application of mutual recognition by Member States, irrespective of the place of manufacture of the products concerned.

The European Court of Justice has made clear in recent years that Mmber States are required under Article 30 of the Treaty to accept on their territory any product, including one originating outside the Community, which has been legally marketed in another Member State. The only qualification to this general rule of "mutual recognition" is that where a Member State considers that essential public policy considerations (such as the protection of health and safety, consumer interests or the environment) demand that specific technical requirements are met, it may impose those requirements provided that it can demonstrate that they are necessary to achieve the objective in question and are proportionate to that objective. Whenever specific requirements are imposed by law, however, test data generated in another Member State must generally be recognized for the purpose of obtaining mandatory certification in the importing Member State.

Harmonization of technical legislation within the Community is still necessary in cases where Member S tates have legitimately imposed technical requirements on products for public policy reasons, and conflicting national legislation restricts the free movement of products within the Community. This harmonization through EEC Directives is intended to be limited to these "difficult" cases, however, and not pursued across-the-board.

ISO/CASCO 202
January 1993

[Agenda item 13]

SURVEY OF MARKET NEEDS AND DEMAND FOR CONFORMITY ASSESSMENT DOCUMENTS – REPORT FROM THE AD HOC GROUP ENTRUSTED WITH THE ANALYSIS OF THE RESULTS REPORTED IN DOCUMENT ISO/CASCO 182 (REV.)

The ad hoc group met in Geneva on 9 December 1992 with the participation of Mr. T. Nash, Chairman of the group (United Kingdom), Mr. O. Archer (CASCO Chairman), Dr. Favre (ISO Deputy Secretary-General), Mr. K.C. Ford (Secretary of ISO/TC 176), Mrs. E. Jacques (USA), Dr. J. Simons (IEC) and Mr. J. Blanc, Secretary of the group (ISO Central Secretariat).

The task of the group was to analyze the results of the ISO Secretary General's survey of market demand and needs for conformity assessment documents, as collated in document ISO/CASCO 182 (Rev.) "Draft – Report on the survey of market needs and demand for conformity assessment documents".

The group heard statements from Mr. Ford and Mr. Archer on the background of the survey, which originated in ISO/TC 176 debates, and notably ISO/TC 176 resolution 59/1990, and then proceeded with the analysis of the some 77 comments submitted by 29 ISO member bodies and by the IEC. Special attention was given first to the comments formulated by developing countries, and then to those comments which advocated the transformation of ISO/IEC guides into international standards. The group identified essential issues and came to the following conclusions:

Analysis of market survey

The group identified the following main points:

a) There was nothing conclusive in the results of the market s
urvey to indicate that any action to convert guides to standards is necessary. Their existence as guides has not been an inhibition to mutual recognition although some respondents indicated that this may have been easier had they been standards. It should also be noted that some countries have had no difficulty in adopting guides as national standards although dual numbering has presented some problems. On the other hand some developing countries considered that guides are more helpful as in countries wishing to initiate conformity assessment, standards have the connotation of strict adherence. This indicates that guides are viewed by some respondents as precursors to standards which is not the case.

b) There is a perception that standards and guides have a different status and that standards have greater importance and recognition. This is partly due to a perception that the development of guides does not involve consensus and due process. However, analysis of comments indicated to the group that some member countries may not have a structure to develop a national position for all interested parties to feed into CASCO. Therefore some of the comments concerning lack of consensus may reflect what happens at a national rather than an international level. ISO/IEC Directives Part 1 Annex P prescribe the due process for development of guides.

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Recommendations

On the basis of the evidence provided the group concluded that there should be no change to the present process of developing conformity assessment documents as joint ISO/IEC guides. However, there is clearly a need to address the concerns expressed by TC 176 and member bodies especially in relation to the perceived difference in status between guides and standards. In this respect the group recommends that efforts should be made to publicise to member bodies and other interested parties that due process is involved in the development of guides just as in the development of standards. To assist in this it is suggested that Central Secretariat remind member bodies of the importance of achieving national consensus through broad involvement prior to input into CASCO work. It is also recommended that the Central Secretariat should review the numbering of ISO/IEC guides to facilitate an easier route to their adoption as dual numbered national standardization documents.

In noting the recommendation not to change guides to standards it should be recognized that CASCO is reviewing existing guides in respect of equivalence to EN 45000 standards.

TASK OF THE AD HOC GROUP ON THE REVIEW OF GUIDES

(Agenda item 14)

Secretary's note – It is recalled that the task of the ad hoc group is to review ISO/IEC guides relevant to conformity assessment, to determine coverage and adequacy, and make recommendations to CASCO. The membership of the ad hoc group is the following:

Chairman: Mr D. Volkmann (Germany)

Members: Mr A. Aziz Mat (Malaysia), Mr P. Elrington (United Kingdom), Mr L. Tronel (France) and, *ex officio*, Mr R. Kay (IEC Central Office), the CASCO Chairman and the CASCO Secretary.

It should be noted that, whereas the ad hoc group may in principle review all existing guides, the following are already under consideration in specific CASCO groups:

- relevant sections of ISO/IEC Guide 2 (CASCO WG 5 – Definitions)

- ISO/IEC Guide 7:1982 "Requirements for standards suitable for product certification", revised edition, prepared by CASCO WG 7, submitted to CASCO approval in document ISO/CASCO 194 (Rev.), as will be reported under agenda item 9

- ISO/IEC Guide 16:1978 "Code of principles on third party certification systems and related standards", the replacement of which is to be studied by an ad hoc group (agenda item 11)

- ISO/IEC Guide 43:1984 "Development and operation of laboratory proficiency testing", to be reviewed on the basis of preliminary studies conducted within ILAC Committee 3

Furthermore CASCO WG 8 in its studies on the assessment of certification bodies, should have some feedback on ISO/IEC Guides 28, 40 and possibly 48.

It is intended that the CASCO ad hoc group on the review of guides will concentrate its work on ISO/IEC Guides 22, 23, 27, 28, 39, 40, 42, 44, 48, 53, 56 and 57, noting the expected WG 8 feedback on Guides 28, 40 and 48, and the direct interest of ISO/COPOLCO circles in questions related to Guide 23. The group will also have before it a compilation of feedback received on some of the guides in recent years.

The ad hoc group will hold its first meeting in Geneva on 26 April 1993, following which an interim report will be presented by its Chairman at the CASCO meeting.

REPORT FROM THE CHAIRMAN OF THE CASCO AD HOC GROUP ON THE REVIEW OF GUIDES

(Agenda item 14)

The ad hoc group met in Geneva to consider the items referred to it, as outlined in document ISO/CASCO 217 "Task of the ad hoc group on the review of guides". The guides listed therein were reviewed and discussed, and recommendations agreed as reported below.

1. ISO/IEC Guide 22 "Information on manufacturer's declaration of conformity with standards or other technical specifications" should be reviewed/revised on its own, whereby two aspects are to be distinguished: the supplier's declaration proper, and the question of marking.

2. ISO/IEC Guide 40 "General requirements for the acceptance of certification bodies" should be reviewed/revised in conjunction with ISO/IEC Guides 23, 27, 28, 53 and possibly 56. Account should be taken of current developments at national and regional levels, notably in CEN/CENELEC.

3. ISO/IEC Guide 48 "Guidelines for third-party assessment and registration of a supplier's Quality System" should be reviewed as a supplement to ISO/IEC Guide 40 to cover quality system certification, in the same way as ISO/IEC Guides 23, 27, 28 and 53 supplement Guide 40 for product certification.

4. There is a need to revise **ISO/IEC Guide 39** "General requirements for the acceptance of inspection bodies" and its associated **ISO/IEC Guide 57** "Guidelines for the presentation of inspection results". It is suggested that member bodies be invited to submit comments or contributions to the proposed revision, including their views on the connection between inspection and certification functions, and taking into account current developments in their respective countries or regions.

5. It was not considered urgent to revise ISO/IEC Guide 42 "Guidelines for a step-by-step approach to an international certification system" and ISO/IEC Guide 44 "General rules for ISO or IEC international third-party certification schemes for products".

6. Noting that **ISO/IEC Guide 56** "An approach to the review by a certification body of its own internal quality system" was prepared in response to a DEVCO request, it was suggested that DEVCO should be invited to express its views as to whether the guide is useful and should be maintained, or whether its essential elements could be incorporated into the proposed revision of ISO/IEC Guide 40.

7. It was felt that the question of **marking**, arising from previous CASCO meetings, together with relevant questions of environmental marking, should be referred to the group which will study the replacement of ISO/IEC Guide 22 (see item 1 above).

8. The ad hoc group further felt that the old reference documents reproduced in part 2 of the ISO/IEC Compendium of conformity assessment documents (1991) could be withdrawn.

No further meeting of the group was planned, but members would remain available if and when needed.

PROPOSED ACTION

It is proposed that CASCO should endorse the ad hoc group's recommendations and agree, in particular:

a) to set up a working group to revise ISO/IEC Guide 22 and to study in this connection the general question of marking (see items 1 and 7 above);

b) to invite member bodies to submit comments on the proposed revision of ISO/IEC Guides 39 and 57, and to authorize the CASCO Chairman to set up an ad hoc group if the response from members and from IEC confirm the need to initiate the proposed revision work;

c) to entrust to CASCO WG 8 the implementation of the recommendations related to ISO/IEC Guides 40 and 48 (items 2 and 3 above), and to authorize the CASCO Chairman, in consultation with the CASCO WG 8 Chairman and with member bodies which would submit explicit proposals, to set up an ad hoc group to review ISO/IEC Guide 28 and the related Guides 23, 27 and 53 and possibly 56, considered as supplements to ISO/IEC Guide 40 (see item 2 above);

d) to suggest to the DEVCO Chairman and Secretariat that the views of DEVCO be sought on the usefulness or possible future handling of ISO/IEC Guide 56 (see item 6 above);

e) to invite the Central Secretariat, not to include any longer the former reference documents ISO/CERTICO 107 (Rev. 3) and ISO/CERTICO 234 (Rev.) in future editions of the ISO/IEC Compendium of conformity assessments documents.

f) to thank the Chairman and members of the ad hoc group for their study and invite them to be ready to contribute their input in the work that will arise from their recommendations.

EXCHANGE OF EXPERIENCE ON NATIONAL ACTIVITIES

(Agenda item 15)

This standing item of the agenda is intended to permit an effective exchange of views on national experience. CASCO members are kindly invited to prepare their contributions in advance of the meeting.

Mention would also be made, under this item, of any relevant information material provided by members on their national conformity assessment systems.

CASCO delegations wishing to have supporting documents distributed at the meeting are welcome to forward this material to the Central Secretariat by 15 April 1993, or to bring a sufficient number of copies (normally 90 to 100 copies) with them at the meeting.

OTHER PUBLICATIONS AND INFORMATION DOCUMENTS

(Agenda item 16.1)

1. CASCO information leaflet

An updated edition of the leaflet "Information on CASCO" is to be issued in April 1993. Copies will be made available to member bodies in the usual way.

2. ISO/IEC book "Certification and related activities"

As mentioned in document ISO/CASCO 200, the ISO/IEC book "Certification and related activities", prepared by the CASCO ad hoc editorial advisory group chaired by Mr. H.B. Whitaker, has been published in December 1992. It is available through the usual ISO and IEC sales channels (price groupe N, CHF 69.-). This book replaces the ISO/ITC book "Certification – Principles and practice" 1980.

3. Related publications issued in other fora

3.1 ISO 9000 Forum

The ISO 9000 Forum newsletter, *ISO 9000 News*, continues to be issued bi-monthly as part of this user-to-user communication mechanism on the application of the ISO 9000 and related quality management standards.

3.2 IFAN '92 proceedings

The proceedings of the 7th IFAN International Conference on the application of standards "Standards, quality and world trade" – Strasbourg, 24-25 September 1992, are available from the French organizers: ACANOR, B.P. 28, F-24160 EXCIDEUIL (telefax (+) (33) 53 62 04 74). The booklet includes papers presented by Dr. J.H. Garside (New Zealand), Mrs. I. Ramirez (Spain) and Mr. J.E. Ware (United Kingdom), former Chairman of ISO/CASCO. The cost is FRF 400.-, postage included.

3.3 ISO/ITC book

A joint ISO/ITC book "ISO 9000 quality management systems – Guidelines for enterprises in developing countries" is in course of printing. Copies will be available in due course through the ISO sales channels and the ITC distribution channels.

3.4 Proceedings of conferences and symposia

Conformity assessment matters will be dealt with at ISO 9000 Forum application symposia in various countries. Details are given in *ISO 9000 News*, the bimonthly newsletter of the ISO 9000 Forum.

Interested parties may obtain copies of proceedings or relevant papers either by attending the event, or by purchasing any available material direct from the organizers.

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The ISO 9000 Forum newsletter, *ISO 9000 News*, continues to be issued bi-monthly as part of this user-to-user communication mechanism on the application of the ISO 9000 and related quality management standards.

3.2 IFAN '92 proceedings

The proceedings of the 7th IFAN International Conference on the application of standards "Standards, quality and world trade" – Strasbourg, 24-25 September 1992, are available from the French organizers: ACANOR, B.P. 28, F-24160 EXCIDEUIL [telefax (+) (33) 53 62 04 74]. The booklet includes papers presented by Dr. J.H. Garside (New Zealand), Mrs. I. Ramirez (Spain) and Mr. J.E. Ware (United Kingdom), former Chairman of ISO/CASCO. The cost is FRF 400.-, postage included.

3.3 ISO/ITC book

A joint ISO/ITC book "ISO 9000 quality management systems – Guidelines for enterprises in developing countries" is in course of printing. Copies will be available in due course through the ISO sales channels and the ITC distribution channels.

3.4 Proceedings of conferences and symposia

Conformity assessment matters will be dealt with at ISO 9000 Forum application symposia in various countries. Details are given in *ISO 9000 News*, the bimonthly newsletter of the ISO 9000 Forum.

Interested parties may obtain copies of proceedings or relevant papers either by attending the event, or by purchasing any available material direct from the organizers.

3.5 National and regional publications

CERTIFICAT, the EC/EFTA/CEN data base on product certification produced by AFNOR on a contract from EC and EFTA, is now available in paper form (catalogue) and on diskettes.

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February 1993

LIST OF DOCUMENTS WHICH ARE OF INTEREST FOR CASCO WORK

(Agenda item 16.2)

ISO/IEC book "Certification and related activities – Assessment and verification of conformity to standards and technical regulations" - 1992

ISO/IEC Compendium of conformity assessment - 1991

ISO/IEC Guide 2:1986	General terms and their definitions concerning standardization and related activities (Fifth edition)
ISO/IEC Guide 7:1982	Requirements for standards suitable for product certification
ISO/IEC Guide 16:1978	Code of principles on third-party certification systems and related standards
ISO/IEC Guide 22:1982	Information on manufacturer's declaration of conformity with standards or other technical specifications
ISO/IEC Guide 23:1982	Methods of indicating conformity with standards for third-party certification systems
ISO/IEC Guide 25:1990	General requirements for the competence of calibration and testing laboratories (Third edition)
ISO Guide 27:1983	Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
ISO/IEC Guide 28:1982	General rules for a model third-party certification system for products
ISO/IEC Guide 39:1988	General requirements for the acceptance of inspection bodies (Second edition)
ISO/IEC Guide 40:1983	General requirements for the acceptance of certification bodies
ISO/IEC Guide 42:1984	Guidelines for a step-by-step approach to an international certification system
ISO/IEC Guide 43:1984	Development and operation of laboratory proficiency testing
ISO/IEC Guide 44:1985	General rules for ISO or IEC international third-party certification schemes for products
ISO/IEC Guide 48:1986	Guidelines for third-party assessment and registration of a supplier's Quality System

ISO/IEC Guide 53:1988	An approach to the utilization of a supplier's quality system in third-party product certification
ISO/IEC Guide 56:1989 → 57.	An approach to the review by a certification body of its own internal quality system
ISO/IEC Guide 58:1993	Calibration and testing laboratory accreditation systems – General requirements for operation and recognition

Other documents that might still be of interest:

ISO/CERTICO 107 (Rev. 3)	Questions of reciprocity
ISO/CERTICO 234 (Rev.)	Comparison of third-party product certification systems and laboratory accreditation systems in providing assurance of product conformity with standard(s) or other technical specification(s)
ISO/CERTICO 283 (Rev.2)	CERTICO statement on general approach to ISO international certification systems
ISO/CERTICO 291 (Rev.2)	ISO liabilities associated with certification
ISO/CASCO 222	CASCO work programme
ISO/CASCO 223	List of CASCO working groups

PROPOSALS FOR NEW WORK ITEMS

(Agenda item 17)

Secretary's note – This agenda item was to be devoted to the discussion of proposals submitted by CASCO members or arising from activities in progress within CASCO. As no proposals for new work items have been received in advance of the meeting, the only items on which a decision could be taken are those arising from existing studies, bearing in mind that new work items should only be adopted if justification is established with regard not only to need, but also to priority and actual support. Examples of current studies which might be considered are given below:

1. **Marking on products** – It was agreed at the last CASCO meeting (see document ISO/CASCO 192, – pagragraph 52) that consideration would be given to a new work item, the question of marking in general, covering the use of registration marks, certification marks and other marking. Mention was made in this connection of the IECQ policy with regard to the use of the IECQ logo in *bona fide* situations, ISO/IEC Guide 22 "Information on manufacturer's declaration of conformity with standards or other technical specifications" and ISO/IEC Guide 23 "Methods of indicating conformity with standards for third-party certification systems". It is planned that this matter be looked into by the CASCO ad hoc group on the review of guides.

2. **Mutual recognition of quality system registrations** – The Canadian proposal on criteria for registration organizations operating quality system registration is under consideration in CASCO WG 8 "Assessment of certification bodies", to see if it could form the basis for the development of an ISO/IEC guide on the subject. This will be covered in the comprehensive report to be presented in pursuance of Council resolution 28/1992 (agenda item 12).

3. **Proposed revision of ISO/IEC Guide 48** – ISO/IEC Guide 48 "Guidelines for third-party assessment and registration of a supplier's Quality System" is to be revised in the light of a British comment shown to CASCO at its last meeting. The same comment applies as for section 2 above.

4. **Requirements for testing laboratories in product certification programmes** – In the original editions of ISO/IEC Guide 25 on the technical competence of testing laboratories and the series of ISO/IEC Guides 38, 39 and 40 on the acceptance of certification bodies and of the inspection and testing functions, the requirements for testing laboratories were such that they satisfied the needs of both the laboratory accreditation systems and the product certification systems. With the extension of ISO/IEC Guide 25 "General requirements for the competence of calibration and testing laboratories" to cover calibration laboratories as well as laboratory activities not related to product certification, and the withdrawal of ISO/IEC Guide 38, some of the requirements that were specific to product certification are no longer covered as explicitly as initially. This applies notably to the presentation and content of test reports. For example the statement that "a test report should not include any advice or recommendation arising from the test results", which applied in the specific case of product certification, is no longer included in the new set of guides. It is planned that the CASCO ad hoc group on the review of guides will consider if and how this aspect should be picked up in the set of guidelines for product certification.

5. **Review of other guides** – The preliminary studies of the CASCO ad hoc group on the review of guides might result in proposals for revision of ISO/IEC guides other than those mentioned above.

CASCO WORK PROGRAMME

(Agenda item 18.1)

The following programme has been approved by Council at its meeting in Geneva, 16-18 September 1992 (see Council resolution 28/1992).

Subject		Entrusted to	Target date
1.	**Guidelines**		
1.1	Definition of basic concepts related to conformity assessment	WG 5	1993
1.2	General requirements for operation and recognition of calibration and testing laboratory accreditation systems (Proposed ISO/IEC Guide 58, to replace Guides 38, 54 and 55)	WG 6	1992
1.3	Revision of ISO/IEC Guide 7 "Requirements for standards suitable for product certification"	WG 7	1993
1.4	Guidelines for the assessment of certification bodies	WG 8	1993
1.5	Criteria and procedures for the accreditation of quality system registration bodies	WG 8	1993
1.6	Study of possible steps to provide a forum for accreditation bodies and their regional groupings to work together, and to facilitate the mutual recognition of certification bodies	WG 8	1994
1.7	To review coverage of existing guides on the basis of application experience	ad hoc	1993
1.8	ISO/IEC code of good practice for conformity assessment (revision of ISO/IEC Guide 16)	ad hoc	1993
2.	**Studies and on-going activities**		
2.1	Advice on ISO/TCs	Chairman's group	--
2.2	To analyse response to survey of market needs and demand for conformity assessment documents and the merits of a possible conversion of selected guides into standards	ad hoc	1992
2.3	Feasibility of establishing an international programme for accreditation of quality system registration bodies	ad hoc	1992

PROPOSED ACTION

It is proposed that the above work programme should be up-dated in the light of the decisions taken at the CASCO meeting and submitted to Council for approval.

LIST OF CASCO WORKING GROUPS

[Agenda item 18.2]

Chairman's advisory group

Task – Established in 1976 under the name "Chairman's group" with a view to advising the Chairman on current matters on the committee's work programme. The members are chosen by the CASCO Chairman. The name of the group was changed in November 1989 to "Chairman's advisory group", to reflect more explicitly its advisory role.

Chairman	Mr. O. Archer (SAA – Australia)
Members	Mr. G.F. Bartels (SCC – Canada)
	Mr. J.R. Beyrais (ANSI – USA)
	Mr. R.H. Ford (ISO PCC Consultant)
	Mr. T. Nash (BSI – United Kingdom)
	Dr. C.A.J. Simons (IEC)
	Mr. L. Tronel (AFNOR – France)
	Mr. P. Volkmann (DIN – Germany)
Ex officio	Mr. R.C. Ford (Secretary, Ign/TC 176)
	Mr. R. Kay (IEC Central Office)
	Chairman of CASCO working groups

Strategic Directions Group (CASCO SDG)

Task – To develop a strategic plan, defining the direction and content of CASCO work, and identifying the essential issues to be addressed; to monitor its implementation, and to review it in the light of CASCO decisions. To cooperate with the CASCO Chairman's Advisory Group and the Secretariat in the determination of priorities and available resources. The reports and recommendations of the Strategic Directions Group are submitted by its Chairman to CASCO, for appropriate action.

Members	Mr. O. Archer (CASCO Chairman) – ex officio
	Mr. J.E. Kean (Canada)
	Mr. K. Mitsui (Japan)
	Mr. J.E. Ware (United Kingdom) – Chairman of the group

ISO/CASCO 223
February 1993

[Replaces ISO/CASCO 190 – January 1992]

LIST OF CASCO WORKING GROUPS

[Agenda item 18.2]

Chairman's advisory group

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Mr. G.F. Bartels (SCC – Canada)
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Members
Mr. O. Archer (CASCO Chairman) – ex officio
Mr. J.E. Kean (Canada)
Mr. K. Mitsui (Japan)
Mr. J.E. Ware (United Kingdom) – Chairman of the group

CASCO WG 5 "Definitions"

Task – To review and streamline the definitions used in CASCO work and to prepare the CASCO input into ISO/IEC Guide 2 "General terms and their definitions concerning standardization and related activities".

Chairman Mr. L. Tronel (AFNOR – France)

Members
Mr. K. Bergholm (ECE)
Mr. P. Elrington (BSI – United Kingdom)
Mrs. E.B. Jacques (ANSI – USA)
Mr. J. Mlejnek (CSN – Czechoslovakia)
Mr. D. Volkmann (DIN – Germany)

CASCO WG 6 "Guidelines for the accreditation of laboratories"

[Note – This group has completed its task]

Task – The working group was set up at the fifth CASCO meeting, 1-2 June 1989, in response to a request arising from the International Laboratory Accreditation Conference ILAC 88. Its initial task was to review ISO/IEC Guide 25 and related guides. This task was extended in 1990 to a review of ISO/IEC Guide 54 and 55, in response to a request arising from ILAC 90.

Chairman Mr. J.D. Summerfield (BSI – United Kingdom)

Members
Mr. M. Archambault (SCC – Canada)
Dr. M. Bell (SANZ – New Zealand)
Mr. J.R. Beyreis (ANSI – USA) – substitute for Mr. Donaldson
Mr. A. Caccia Dominioni (UNI and CEI – Italy)
Mr. K.M. Clarke (SAA – Australia) – substitute for Mr. Gilmour
Mr. J.L. Donaldson (ANSI – USA)
Mr. J. Gilmour (SAA – Australia)
Mr. R. Lavergne (AFNOR – France)
Dr. J.G. Leferink (NNI – Netherlands)
Dr. L.H. Ng (Hong Kong)
Mr. L. Nielsen (DS – Denmark)
Dr. R. Ohlon (SIS – Sweden)
Dr. R. Perissi (UNI – Italy)
Dr. H.W. Reuter (DIN – Germany)
Dr. J. Rogers (BSI – United Kingdom)
Dr. P.J.H.A.M. van de Leemput (NNI – Netherlands/WECC)

CASCO WG 7 "Standards suitable for certification purposes"

Task – Set up at the seventh CASCO meeting – London, June 1991, to revise ISO/IEC Guide 7 "Requirements for standards suitable for product certification", taking into account the material contained in document ISO/CASCO 158 "Proposed guidance paper for advising technical committees on questions of conformity to standards" and the comments made on it by CASCO members.

Chairman Mr. B.I. Folcker (SIS – Sweden)

Members
Mr. J.R. Owen (SAA – Australia)
Mr. E. Paterson (NSAI – Ireland)
Mr. J.S. Pickering (BSI – United Kingdom)
Mr. S. Roll (ANSI – USA)
Mr. L. Tronel (AFNOR – France)

CASCO WG 8 "Assessment of certification bodies"

Task – Constituted as a working group at the sixth CASCO meeting, London, 6-7 June 1991. The following tasks were entrusted to the group at the seventh CASCO meeting – Geneva, 30 April-1 May 1992:

- To develop a draft on general requirements for operation and recognition of accreditation systems for certification bodies/programmes;
- To revise ISO/IEC Guide 40 "General requirements for the acceptance of certification bodies" and related Guides 27 and 28 to serve as criteria documents for assessments;
- To give particular attention to a draft on criteria and procedures for the accreditation of organizations registering quality systems.

Chairman Mr. J.L. Donaldson (ANSI – USA)

Members
Mr. G.F. Bartels (SCC – Canada)
Mr. Z. Felleke (ARSO)
Dr. H.C.W. Gundlach (NNI – Netherlands)
Dr. A.S. Henry (JBS – Jamaica)
Mr. P.M. Hewlett (BSI – United Kingdom)
Mr. J. Hulbert (SAA – Australia)
Mr. Y. Kato (JISC – Japan, alternate)
Mr. J.W. Locke (ANSI – USA)
Mr. K. Mitsui (JISC – Japan)
Prof. Dr. R. Ohlon (SIS – Sweden)
Mrs. Z. Patir (SII – Israel)
Mr. E. Sierra (ITC)
Dr. C.A.J. Simons (IEC)
Mr. L. Tronel (AFNOR – France)
Mr. D. Volkmann (DIN – Germany)

IAF - International Accreditation Forum

1. The meeting was called by Peter Ashby, who welcomed the participants. Self-introductions were made by the participants.

2. Procedural Agenda

The proposed agenda was agreed to with the correction of item 5 from "Meaning of" and "Relations with CASCO" added to the agenda (see Annex II).

Formation of "Interpretations Accreditation Forum" (IAF)

After discussion, it was decided to form the IAF; and the wording of an IAF communique was agreed to (see Attachment 1). Ansi was designated as Secretariat of the IAF, and Ruben Aubrey was requested to continue as Chairman.

The Structure of Accreditation Body's Scope

Participants provided description of their accreditation systems and other relevant information, which covered the diverse disciplines involved including:

A discussion took place regarding criteria used terms as "assessment," "registration," "certification," and "accreditation." The EAC does not allow arbitration between the registrar body and EAC activities.

A description was given of the NACCB system and EAC activities.

[illegible] has developed a high level of expertise for its own management. It now has 47 to 50 specialists in various fields.

Observers: The registrar must show that it has the capability to operate in each area of its accredited scope.

Various Attendees [illegible] problems in the updated EN45012 within

[illegible] a report that a product or service meets

[illegible] provided by the Mexican

[illegible] the Department of Commerce. For the

[illegible] that Australia will be required to be

accredited by this organization.

1. The meeting was chaired by Reuben Autery, who welcomed the participants. Self-introductions were made by those present.

2. Proposed Agenda

   The proposed agenda was agreed to with the correction of item 5 from "Measuring of" to "Meaning of" and "Relations with CASCO" added to the agenda (see Attachment 1).

3. Formation of "International Accreditation Forum" (IAF)

   After discussion, it was decided to form the IAF; and the wording of an IAF communique was agreed to (see Attachment 2). ANSI was designated as Secretariat of the IAF, and Reuben Autery was requested to continue as chairman.

4. Summaries of Accreditation Body Systems

   Participants provided summaries of their accreditation systems and other relevant information, which resulted in some discussion. Highlights included:

   - A description of the SCC accreditation system.

   - A discussion of terminology; including such terms as "assessment," "audit," "certification" and "registration."

   - A discussion of appeals procedures. The EAC does not allow arbitration outside the registrar (registration body); the registrar must control the appeals process. [illegible] Law

   - A description of the NACCB system and EAC activities.

     NACCB insists on a high level of expertise for its own assessors. It now has 45 to 50 specialists in various fields.

     The registrar must show that it has the capability to operate in each area of its accredited scope.

     "Scopes" have presented the most problems in the use of EN45012 within EAC.

     ISO 9000 is a means to assure that a product or service meets agreed-to requirements.

   - A description of the RvC system.

   - A report that in Mexico accreditations will be provided by the Mexican government. The accreditation organization will be the General Directorate of Standardization in the Department of Commerce. For the domestic market it is likely that registrars will be required to be accredited by this organization.

Respectfully submitted,

George C. Williamson, M.E.
IAF Secretary

5. Subjects for Discussion

A list of 12 subjects for discussion (see Attachment 3) was proposed, reviewed and accepted. Conflict of interest (item 3) was extended to include "a standardization body" and three additional subject items were proposed and accepted: 13. Recognition of auditor certification (assessor registration) programs; 14. Minimum level of registration activity before accreditation is granted; and 15. Use of a quality system mark on packaging. Each participant was requested to send comments on each of the items to the secretary (George Willingmyre) before the next meeting together with recommendations on priorities. It was recognized that complete position papers on each item would not likely be possible given the short time before the next meeting, and even brief comments would be welcomed.

6. Next Meeting

The next meeting was set for April 30 and May 1, 1993 in conjunction with the CASCO meetings in Geneva. It was agreed that future meetings should be held in conjunction with CASCO meetings since many of the IAF participants are active in CASCO.

Respectfully submitted,

George T. Willingmyre

George T. Willingmyre, P.E.
IAF Secretary

Attachments

6. Discussion of Future Activities - session leader to be announced.

- Next step(s) regarding outcome of discussion session
- Need for discussion of additional operating aspects
- Other activities
- Next meeting

7. Preparation of meeting communique for public distribution.

8. Closure and Adjournment - Reuben Autery

<u>January 29 - 7:30 - 8:30 A.M.</u>

Summary presentation of meeting results (meeting communique) by Reuben Autery during breakfast session at ANSI/Chemical Week ISO 9000 chemical industry conference.

Questions from audience to panel of representatives from operating programs (1 per program) chaired by Reuben Autery.

HT/0228t

SUBJECTS FOR DISCUSSION BY ACCREDITATION BODIES

1. Scope of accreditation: scope of registration
   Breadth of scope
   Definition by accreditation body of specific fields?
   Method of assuring competence

2. Conflict of interest re consulting by registrars

3. Conflict of interest re operation of a registration program by a registrar which is affiliated with:
   - a supplier company (e.g. AT&T, Siemens)
   - a conformity assessment company (e.g. ABS, LROA, UL)
   - a trade association (e.g. AISI, TAPPI)
   - a professional/technical association (e.g. Amer. Medical Assn., SAE, SME)
   - a government agency (e.g. DESC, DoD, HUD)

4. Requirement for periodic complete re-evaluation of a supplier's quality system, separate and distinct from surveillance

5. Allowing registrars to offer suppliers a choice of accreditation marks

6. 9002 vs. 9001 registration for suppliers which also design their products

7. Need for observation by the accreditation body of a registrar's registration audit (or a surveillance audit) during surveillance of a registrar

8. Role and makeup of independent advisory board

9. Need for independent review of audit results by:
   - a registrar
   - an accreditation body

   May this function be performed by one person?
   Define the function performed by this person or group
   Define the qualifications of this person or group

10. Satellite offices of accredited registrar;
    Conditions for issuing registration certificate bearing accreditation mark

11. Spheres of influence for accreditation bodies

12. Mutual recognition of accreditation
    Basis; meaning; implementation

SUBJECTS FOR DISCUSSION BY ACCREDITATION BODIES

1. Scope of accreditation; scope of registration
   Breadth of scope
   Definition by accreditation body of specific fields?
   Method of assuring competence

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   - a government agency (e.g. DESC, DoD, HUD)

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7. Need for observation by the accreditation body of a registrar's registration audit (or a surveillance audit) during surveillance of a registrar

8. Role and makeup of independent advisory board

9. Need for independent review of audit results by:
   - a registrar
   - an accreditation body

   May this function be performed by one person?
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10. Satellite offices of accredited registrar;
    Conditions for issuing registration certificate bearing accreditation mark

11. Spheres of influence for accreditation bodies

12. Mutual recognition of accreditation
    Basis; meaning; implementation

[redacted]

Attachment 3

International Accreditation Forum (IAF)

May 1, 1993

Geneva

Participants

Australia and New Zealand
John Hubert
Executive Director
Joint Accreditation System of
Australia and new Zealand (JAS-ANZ)

Brazil
Roque Ehrhardt de Campos
INMETRO - BRASIL

Canada
Ronald S James
Chairman
Advisory Committee on Quality (ACQ)
Standards Council of Canada (SCC)

Germany
Dr. J Bobse (BAM)
on behalf of
Dr H-U Mittmann
Chairman
German Accreditation Council (DAK)

Japan
Takashi Ohtsubo
Chief
Preparatory Group for the
Japan Accreditation Group

Korea
Jungsop Han
Director
Industrial Advancement Administration
(IAA)

Netherland
Harry Gundlach
General Manager

United Kingdom
Paul M Hewlett
Secretary NACCB
Chairman EAC

USA
George T Willingmyre
Vice President
American National Standards Institute

George Lofgren
President
Registrar Accreditation Board

John Stratton
Chairman Operations Council
Registrar Accreditation Board

Hugh D Thuerk
Consultant - Conformity Assessment
American National Standards Institute
(Accreditation Program)

Observers

Japan
Kiyoto Mitsui
JMI Institute

Yutaka Aiyama
Staff Economist
Keidanren (Japan Federation
of Economic Organisations)

OECD
Timothy H Baker
Consultant, Competition and
Consumer Policy Division

Switzerland
Jean Pierre Jaunin
OMIT
Swiss Accreditation Service

International Accreditation Forum (IAF)

May 1, 1993

Geneva

Participants

Australia and New Zealand
John L Hulbert
Exective Director
Joint Accreditation System of
Australia and new Zealand (JAS-ANZ)

Brazil
Roque Ehrhardt de Campos
INMETRO - BRASIL

Canada
Ronald S James
Chairman
Advisory Committee on Quality (ACQ)
Standards Council of Canada (SCC)

Gerry Bartels
Chairman
Canadian Advisory Committee on CASCO
Standards Council of Canada (SCC)

Germany
Dr. J Bohse (BAM)
on behalf of
Dr H-U Mittmann
Chairman
German Accreditation Council (DAR)

Japan
Takashi Ohtsubo
Chief
Preparatory Group for the
Japan Accreditation Group

Korea
Jangsop Han
Director
Industrial Advancement Administration
(IAA)

Netherlands
Harry Gundlach
General Manager

United Kingdom
Paul M Hewlett
Secretary NACCB
Chairman EAC

USA
George T Willingmyre
Vice President
American National Standards Institute

George Lofgren
President
Registrar Accreditation Board

John Stratton
Chairman Ooperations Council
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Consultant - Conformity Assessment
American National Standards Institute
(Accreditation Program)

Observers

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